



Application for Tuition Exemption for Teachers

The University of Utah • Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT • 84112

Instructions:

1. Ensure you meet the qualifications on the reverse side of this form then apply to the University as a non-matriculated student.
2. Complete the Application for Tuition Exemption for Teachers.
3. Return this application to the Registrar's Office on or before the first day of the semester.
4. Do not register for classes online! Your enrollment request will be processed the week prior to the beginning of classes to insure surplus space is available. You will be notified by email if your enrollment is accepted.
5. Pay the \$100 administrative registration fee to Income Accounting by the tuition deadline.

I am requesting a tuition exemption for: (circle one) Fall Spring Summer Year: _____

Student Name: _____ Student ID #: _____

Date of Birth: _____ Email Address: _____

Home Phone: _____ Work Phone: _____

Name of school where employed: _____

Current License: _____ Date Issued: _____ Renewal Date: _____

Purpose for Enrollment:

Renewing a Current License Obtaining a New License Enhancement to a Current License Other _____

Application for Tuition Exemption is made for the following class(es) - Limit Two Per Semester:

Subject: _____ Catalog #: _____ Section #: _____

Course Title: _____ Credit Hours: _____

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Initial and date to certify the following:

I am not a candidate for a master's or doctoral degree: _____ I am not accepted into a licensure/certificate program: _____

The requested classes are appropriate for re-licensure in my current professional assignment: _____

I understand that if my enrollment is accepted and I decide not to attend I must drop/withdraw from class(es) according to established deadlines to avoid failing grades or financial penalties. I also understand that if my enrollment is accepted I will be billed an administrative registration fee of \$100, associated class fees, and special fees. For tuition purposes, additional classes taken beyond those that qualify for the tuition waiver will be billed at regular tuition rates according to the current tuition and fees schedule.

Signature: _____ Date: _____

Certification is required from the Principal of the school where you teach:

I hereby certify that _____ is currently employed in the Utah Public School
Name of Applicant

System and is a licensed educator in good standing or has been issued a letter of authorization permitting such employment under Utah Code 53A-6-104, the board licensure section of the Education Licensure and Professional Practices Act. The requested courses listed above satisfy professional development re-licensure requirements as determined by the State Board of Education and are appropriate for the applicants current professional assignment.

Print Name: _____ Title: _____

Signature: _____ Date: _____

FOR REGISTRAR'S OFFICE USE ONLY

Admitted as NM: _____ Enrolled & Sent to IA: _____ Student Notified: _____ Verified: _____

To qualify for a tuition exemption for teachers, the following conditions must be met:

“Educator “ Defined – An educator is a person currently employed in the Utah public school system who is a licensed educator in good standing or has been issued a letter of authorization permitting such employment under Utah Code 53A-6-104, the Board Licensure section of the Educator Licensure and Professional Practices Act.

Licensure, Masters and Doctoral Degree Candidates – Licensure, masters, and doctoral degree candidates are not eligible for the tuition exemption program due to the extensive involvement of faculty members in mentoring and counseling such candidates.

Course of Study – Courses available for the tuition exemption program must meet the following criteria:

The courses have been determined by the State Board of Education to satisfy the professional development requirements for educator re-licensure [53A-6-104(2)(b)(i)].

The courses have surplus space. Any course whose total enrollment has reached the capacity determined by the instructor has no surplus space.

No more than 2 students in any course may receive the tuition exemption regardless of course capacity.

The courses are subject to other enrollment restrictions. Some classes may not be available because they are restricted to majors and/or require permission from the instructor or department.

An educator may enroll in no more than 2 courses per semester as a tuition exempt educator.

Tuition exempt enrollments will normally be filled by educators on a first come, first serve basis. However, in order to maintain optimum class size, educators exempt from tuition may be displaced (last in, first out) by regular tuition paying students who later register for the class.

Additional Information

Applicants must be admitted as a non-matriculated student through The University of Utah’s Admissions Office before submitting the Application for Tuition Exemption for Teachers form to the Registrar’s Office. See the Admissions website at: <http://www.sa.utah.edu/admiss/appdownload/index.htm>.

Students taking part in the tuition exemption program will be charged an administrative registration fee of \$100 per semester to cover the actual increased costs associated with registration, verification of educator status, identification of eligible courses, certification of space availability, and record keeping. Students taking classes under this program are subject to University policies and deadlines including add/drop, withdrawal, and payment deadlines.