



TUITION WAIVER REGISTRATION

REGISTRATION IS SUBJECT TO ALL TERMS AND CONDITIONS SET FORTH IN THE EMPLOYEE HANDBOOK AND CE BULLETIN

Eligibility requirements are available online at MySVA, Human Resources Benefits page. Please review the guidelines and procedures before submitting your completed form.

This form must be received at least 10 business days in advance of the course start date. Failure to properly complete the form may result in processing delays. The Division of Continuing Education will contact the registrant at least 2 business days in advance of the start of a course to confirm enrollment or inform the registrant that the desired course(s) is/are no longer available. All withdrawal or add/drop requests must be made in writing to the Division of Continuing Education.

Last Name _____ First Name _____ M.I. _____

Street Address _____ Apt. _____

City _____ State _____ Country _____ Postal Code _____

Telephone _____ Alternate Telephone _____

E-mail _____

I am an employee: Administration Faculty

Hire Date (MM/YR) _____ Department _____

I am not an employee:

Benefit Under: Administration Faculty Last/First Name _____ Department _____

ID/Social Security _____ Birth Date (MM/DD/YR) _____

Course No.	Tuition	Fee
Course 1		
Alternate Course 1		
Alternate Course 2		
Course 2		
Alternate Course 1		
Alternate Course 2		
TOTAL:	WAIVED	DUE
	\$	\$

Payment Method	
<input type="checkbox"/> Check Enclosed	<input type="checkbox"/> Money Order
<input type="checkbox"/> Credit Card:	<input type="checkbox"/> American Express <input type="checkbox"/> Visa
	<input type="checkbox"/> Mastercard <input type="checkbox"/> Discover
Number _____	Expires _____
Card Holder Signature _____	
Print Name _____	
Office Use Only	
Date / Time Received	Verified By
Student ID No.	Registered By
Schedule Sent	Approved
Confirmation No.	Receipt No.