



TUITION WAIVER REGISTRATION

CONTINUING EDUCATION TUITION WAIVER GUIDELINES AND PROCEDURES

Full-time administrative employees, who complete 6 consecutive months of employment, faculty and part-time employees who complete 1 year of employment are eligible to enroll in 2 SVA Continuing Education (CE) courses per semester tuition-free.

Tuition waivers for Division of Continuing Education courses for employees and their immediate family members are granted on the basis of availability, with priority being given to paying students.

Employees and their families are responsible for paying all fees associated with the desired course, including but not limited to lab, model and equipment fees. A payment method (check or credit card) for these fees must be provided at the time that the request is made. The Division of Continuing Education will only collect the fees if and when the request has been approved and the student has been registered.

Registration by phone or online is not available for tuition waiver requests. Please fill out the Tuition Waiver Request Form, which is available online at My.SVA.edu or in person at the Division of Continuing Education and submit it in person, by mail or by fax. This form must be received at least 10 business days in advance of the course start date. Priority is given to the earliest tuition waiver requests received. Failure to properly complete the form may result in processing delays.

The Division of Continuing Education will confirm that the employee or family member has fulfilled the eligibility requirements as outlined in the Employee Handbook and 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.

Under no circumstances may an employee or family member attend a course for which s/he has not been approved. Failure to comply may result in suspension of tuition waiver benefits.



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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. |