APPLICATION FOR FEE WAIVER

Note: This form is used by **University of Tennessee Extension Service employees** to request approval to enroll in courses for credit at any state supported school other than the University of Tennessee. Please note it must be directed through the district director's and dean's office prior to being forwarded to UT Human Resources for final processing. A fee waiver form for **UT Extension employees** wishing to take courses **at UT** is available at: http://web.utk.edu/~rgwaters/.

I. [To be completed by UT Extension Employee]

Employee Name _____

Social Security No. _____

Institution University of Tennessee Dept./Div. Institute of Agriculture

I request approval to enroll in a course during the _____ term at _____ (institution/school). The course in which I wish to enroll is _____ (title and number), which carries _____ hours of credit and meets from _____ to _____ o'clock on _____ (days of the week) from _____ to _____ (dates).

This course is for:
Credit _____
Audit _____
Graduate _____
Undergraduate _____

I understand the conditions affecting my enrollment in this course.

Signature _____ Date _____

II. [Approval Recommendation]

County Extension Director: _____ Date: _____
(County Director: Please forward to Regional Director's Office.)

Regional Extension Director: _____ Date: _____
(Regional Director: Please forward to Dean's Office.)

Dean of Extension: _____ Date: _____
(Dean: Please forward to UT Human Resources Office)

III. [Employment Certification]

Date of full-time employment: _____

Signature: _____ Date: _____
Director of Human Resources

Note to accepting institutions: This employee has been approved to participate in the PC-191 Program on a fee waiver basis only. The accepting institution/school will not be liable for any fees due as a result of the above employee's enrollment in the referenced class.

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