Procedures for Fee Waiver Form(s)

Checklist

☐ Register for the course(s) that you decide to take during the current semester at the school of which you are attending.

☐ Fill out and complete the appropriate Fee Waiver form(s) that you will need for educational assistance.

☐ Sign and date Fee Waiver.

☐ Obtain departmental signatures and dates for Fee Waiver.

☐ Obtain Human Resources signature as early as:

1. FALL Semester- July 1st
2. SPRING Semester- Dec. 1st
3. SUMMER Semester- April 1st

☐ Maintain a copy for your personal files.

☐ Submit approved forms to the Bursars Office of the School that you are attending. (Most schools require original copies.)

**Any changes made to the form must be updated in both UTHSC HR office and the Bursars office of the school that you are attending.**