



East Stroudsburg University

Office of Human Resource Management 570-422-3422

Staff/Faculty Tuition Waiver Form (Must be approved by supervisor)

Employee Name: _____

Date: _____

Employee ID #: _____

Student ID# (required) : _____

Department: _____

Telephone #: _____

Work Hours _____

I would like to take the following course(s): for _____ semester/session:

SUBJECT AREA	CATALOG NUMBER	COURSE TITLE	CREDITS	TIME & DAY

Please Note:

- If an employee selects a class which is during his/her normal work schedule, an employee may use up to 5 hours of release time each week to attend classes. By signing below, the employee acknowledges that some or all of his/her lunch and/or break periods may be relinquished to attend classes. If the employee is using ANNUAL or PERSONAL leave, please remember to enter it on the Employee Self-Service Portal.
- Once completed, please attach this form to the Application for Tuition Fee Waiver Form and return to the Human Resource Management Office.
- Employees under the following bargaining units are **limited to 6 credits per semester and total of 128 credits at ESU**: Management, AFSCME, SPFPA, and SCUPA

Employee's Signature: _____ Date: _____

Supervisor/Dean/Director's Signature: _____ Date: _____

Important Note:

All requests for courses are due in the Human Resource Management Office prior to the beginning of each semester.