

Employment Waiver Request Form for Spouses, Dependents, & Non-UNT Employees

SECTION A: SEMESTER OF REQUEST

Fall Spring Summer 3WK Summer 5WK1 Summer 5WK2 Summer 8WK Summer 10WK

SECTION B: STUDENT/EMPLOYEE INFORMATION

Student/Employee Last Name, First Name

Student/Employee UNT ID Number

Student/Employee UNT Email Address

SECTION C: WAIVER CRITERIA; INDICATE THE FOLLOWING:

For UNT eligible Student/Employees: If submitting for a spouse, submit this form and the marriage license.

For UNT eligible Student/Employees: If submitting for a dependent other than the spouse, submit evidence indicating the relationship between the parent and the child/student.

For Non-UNT Student/Employees: You must submit letter from the employing institution, specifically, from the HR Department with the following information: Start and end date (if applicable), the title of the position. In addition, you must submit the following as applicable: If submitting for a spouse, submit this form and the marriage license. If submitting for a dependent other than the spouse, submit evidence indicating the relationship between the parent and the child/student.

SECTION D: STUDENT/EMPLOYEE & SPOUSE/PARENT CERTIFICATION

Student/Employee Confirmation: If this waiver is determined to be invalid based on the items specified in Section 54.211 or 54.212, I understand I am immediately liable for any difference in tuition costs. I further understand that failure to pay such additional amounts may result in the immediate withdrawal from the University. I authorize the University to assign any unpaid tuition, fees and/or financial aid funds to a collection or credit reporting agency or agencies for the purpose of collecting the amount due, at the option of the University. I promise to pay all attorney's fees and other reasonable collection costs and charges necessary for the collection of any amount not paid when due.

Student/Employee Last Name, First Name

Student/Employee Email Address

Date

Student/Employee Signature

In addition to the student's certification, the spouse/parent must sign and provide the information requested below to acknowledge that they understand and adhere to the terms and conditions listed above as specified under Section 54.211 or 54.212.

Spouse/Parent Last Name, First Name

Spouse/Parent Email Address

Spouse/Parent UNT ID (if applicable)

Spouse/Parent Signature

SECTION E: SUBMISSION REQUIREMENTS

In order for this request to be processed, you must provide accurate information and submit all required supporting documentation. If this waiver is determined to be invalid based on the items specified in Section 54.211 or 54.212, you understand you will be liable immediately for any difference in tuition costs. You further understand that failure to pay any additional amounts due may result in the immediate withdrawal of the student registering with this waiver. You authorize the University to assign any unpaid amount of tuition and fees or financial aid funds to a collection or credit reporting agency or agencies for the purpose of collecting the amount at the option of the University. You promise to pay all attorney's fees and other reasonable collection costs and charges necessary for the collection of any amount not paid when due.

Submit this form to the Graduate Tuition Benefits team at gradaward@unt.edu in addition to the required supporting documentation.