

# 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 1<sup>st</sup>
  2. SPRING Semester- Dec. 1<sup>st</sup>
  3. SUMMER Semester- April 1<sup>st</sup>
- 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.**