

**UNIVERSITY OF KENTUCKY
EMPLOYEE EDUCATION PROGRAM FORM**

DATE

I. TO BE COMPLETED BY EMPLOYEE EACH TERM OF ENROLLMENT (Please type or print clearly and turn in to the appropriate Personnel Office.)

LAST NAME	FIRST NAME	M.I.	WORK PHONE #
DEPT./DIVISION	SOCIAL SECURITY #	DATE OF EMPLOYMENT	
SECTOR IN WHICH YOU ARE EMPLOYED	ROOM & BUILDING	SPEED SORT	
	SEMESTER OF ENROLLMENT	YEAR	

MY REGULAR WORK HOURS are (1) starting time (2) lunch begins lunch ends (3) ending time

NOTE: Exempt (monthly) employees work 8 hours per day (40 hour week); most nonexempt (bi-weekly) employees work 7.5 hours per day (37.5 hour week).

II. Do you expect to receive any form of University or federal financial aid (loan, scholarship or grant) other than a University tuition waiver? Yes No

Employee Signature Date

III. COURSE(S) FOR TUITION WAIVER Applying for tuition waiver is independent of the admission and registration process. An employee must apply for admission, be admitted, and then register for class as any other student. (Under "Where Course Taken" and "Where You Registered For the Course", indicate Lexington campus, Lexington Community College or indicate independent study. The location "where you registered" may be different than where the course is being offered.)

Course Name, Number and Section Number	Days	Times	Number of Hours	Where You Registered For Course	Where Course Taken
(Example) ENG 101-005	MWF	10:00-10:50	3	Lex. Campus	LCC/UK/EKU
TOTAL					

Is one course being taken during work hours: Yes No

IV. This section to be completed only if an employee is taking a course during work hours. (NOTE: Only one course may be taken during normal working hours.)

The approved manner in which I will make up scheduled work hours is as follows:

Dept./Div. Chairman/Supervisor Date Dean/Dir./Div. Head/CC Pres. Date

V. The above named individual is a regular full-time staff or faculty employee of the University of Kentucky. (Employee check one.)

Personnel Official Date

Employee Benefits
115 Scovell Hall
Lexington, KY 40506-0064