



Regents Tuition Benefit Program Request

Employee Information

Note: This form must be received and processed by the first day of the term. Late submissions are not guaranteed to be covered under the Program.

If you are not admitted to a University of Minnesota degree program and plan to register for classes, all remaining charges not covered by the Regents Tuition Benefit Program must be paid by the billing due date or registration will be canceled.

For eligibility and approval requirements refer to the [Regents Tuition Benefit Program](#)

Name (first, middle, last)	Employee ID	Phone Number	E-mail Address
Manager Name		Manager E-mail	

Employee Eligibility Questions

Do you already hold a baccalaureate degree or equivalent degree earned in a country other than the United States?	
If you do not already hold a baccalaureate degree, have you been admitted to a University of Minnesota Baccalaureate program?	
Are you currently on the Layoff List?	

Note: If you are on the Layoff List, please know that you are limited to taking two classes per term.

Course Information

Select the term and year the course(s) will be taken

Term:

Year:

Course Number (e.g., Art 1011)	Course Title	Credits	Is this class being taken during normal work hours?	If yes, provide meeting times below	Campus which the course is offered

Employee Signature	Date
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Note: Please submit completed form to: ohr@umn.edu 1

Note: The remainder of this form is for routing and approval purposes. No further employee action needed.

OHR Contact Center Approval – For all requests

1. If the employee indicated they are on the layoff list, I confirmed with the Layoff Coordinator that this employee is currently on the University of Minnesota’s layoff list and not taking more than two courses.																																										
2. Is this employee employed at 75% time or greater?																																										
3. I confirm this employee is not in one of the following Graduate Assistant or Professional in Training job codes. <table border="0"> <tr> <td>9510</td><td>9511</td><td>9515</td><td>9517</td><td>9518</td><td>9519</td><td>9521</td><td>9526</td><td>9527</td><td>9528</td><td>9529</td><td>9531</td><td>9532</td><td>9533</td> </tr> <tr> <td>9571</td><td>9572</td><td>9573</td><td>9574</td><td>9575</td><td>9516</td><td>9535</td><td>9538</td><td>9539</td><td>9540</td><td>9541</td><td>9545</td><td>9548</td><td></td> </tr> <tr> <td>9549</td><td>9552</td><td>9552CR</td><td>9553</td><td>9553CR</td><td>9554</td><td>9555</td><td>9556</td><td>9556CR</td><td>9557</td><td>9558</td><td>9559</td><td></td><td></td> </tr> </table>	9510	9511	9515	9517	9518	9519	9521	9526	9527	9528	9529	9531	9532	9533	9571	9572	9573	9574	9575	9516	9535	9538	9539	9540	9541	9545	9548		9549	9552	9552CR	9553	9553CR	9554	9555	9556	9556CR	9557	9558	9559		
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4. If you answered yes to #2 and 3, continue to the following section. If you answered no to #2 or 3, complete the Eligibility Decision below and return this form to the employee.																																										
5. Is this employee requesting to take a course or related components (e.g., labs) during normal working hours?																																										
6. Is this employee on an academic year appointment (9 or 10 month term) and using the Regents Tuition Benefit Program for a summer class?																																										
7. If yes to questions 5 or 6, select Eligibility Decision, “Employee is eligible pending manager approval,” route form to manager and Cc the employee. If no to questions 5 and 6, select Eligibility Decision, “Employee is eligible. No manager approval needed.” Submit this form to the One Stop office where the course is offered (see bottom of form) and Cc the employee.																																										

Eligibility Decision

Printed Name	Signature	Date

Supervisor Approval – only needed if Employee is:

- Taking summer classes while on an academic year appointment
- Taking a course or related component during employee’s scheduled work hours

8. If on an academic year appointment (9 or 10 month term) and using the Regents Tuition Benefit Program for a summer class, will the employee be working in the Fall?	
9. If this course or any related components take place during the employee’s normal working hours, have you and the employee discussed their schedule and do you approve the employee taking work time to attend this class and its required components?	
Select final decision Approved – select if you answered n/a or yes to both #8 and 9 Not Approved – select if you answered no to #8 or 9 <ul style="list-style-type: none"> • If approved, sign and submit this form to the One Stop office where the course is offered (see bottom of form) and Cc the employee • If not approved, refrain from signing the document and return form to the employee. Indicate below your rationale if not able to accommodate course participation during working hours. 	
Rationale	
Printed Name	Signature
E-mail	Date

Campus	E-mail	Campus	E-mail
Twin Cities - One Stop Service Centers	onestop@umn.edu	Morris - One Stop Student Services	ummregistrar@lists.umn.edu
Crookston - Office of the Registrar	umcreg@umn.edu	Rochester - One Stop Student Services	stuserv@umn.edu
Duluth - Student Assistance Center	umdhel@d.umn.edu		