



THE UNIVERSITY OF THE WEST INDIES

REQUEST FOR TUITION EXEMPTION

SECTION A (MEMBERS OF STAFF)

STAFF ID#: _____ STUDENT ID#: _____

NAME: _____

SURNAME

FIRST NAME

MIDDLE NAME

POST (TITLE): _____ DEPARTMENT: _____

JOB STATUS: (Select the appropriate boxes below)

Regular Temporary Contract
Full-time Part-time Other _____
please state

LENGTH OF APPOINTMENT:

1 year 2 years 3 years Over 3 years

If Staff Member is also a student, please complete section below:

FACULTY OF REGISTRATION: _____

PROGRAMME ENROLLED: _____

Diploma Certificate Degree Postgraduate
UGC Funded Non-UGC Funded

SECTION B (FOR DEPENDENTS)

STUDENT ID #: _____ DATE OF BIRTH: _____

NAME: _____

SURNAME

FIRST NAME

MIDDLE NAME

RELATIONSHIP TO STAFF MEMBER:

Husband Wife Son Daughter Other _____
Please specify

ENROLMENT STATUS:

Full-time Part-time Other _____
Please specify

FACULTY OF REGISTRATION: _____

PROGRAMME ENROLLED: _____

(A) Diploma Certificate Degree Postgraduate
(B) UGC Funded Non-UGC Funded

I certify that the above information is accurate and correct

Signature of Staff Member

Signature of Dependent (Where applicable)

Date _____

Date _____

For Official Use Only

Certified by.....
For Campus Registrar

Date.....

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM

- Section A must be completed by the staff member, and requires information concerning employment status.
- Section B must be completed by the dependent of the staff member and requires information concerning student registration status.
- Where the staff member is eligible, and is requesting the benefit for his/her dependent, both Sections A and B must be completed.
- Where the individual is both Staff and Student, he/she should complete Section A only.

The form will not be accepted without the Staff ID# or signature.

The form will not be accepted without the Student Registration # or signature.

Please ensure that you are familiar with the rules governing *Leave/Time-off for Study Purposes*, available on <http://mona.uwi.edu/hrd/services/tuition.htm>