

**UNH Tuition Waiver
Guidelines & Procedures**

Per the Memorandum of Understanding (MOU) between the University of New Hampshire and Oyster River Cooperative School District, as well as directives promulgated from the Superintendent's Office, the following guidelines and procedures apply to ORCSD staff members seeking to participate in the UNH Tuition Waiver program.

1. Tuition waiver application forms are available on the District website under Departments/Human Resources/Frequently Requested Forms and at the Superintendent's office. This form must be used to apply for a UNH tuition waiver under this program. Only completed forms will be accepted. Altered forms or forms with missing information will not be accepted.
2. The appropriate building Principal/Supervisor and the Assistant Superintendent shall approve all applications for tuition waivers BEFORE course registration at UNH occurs. Any changes in registration subsequent to waiver approval, such as class(es) to be attended, require review by the Principal and Superintendent.
3. ORCSD staff will be allowed to register for classes if:
 - (a) UNH class space is available,
 - (b) the ORCSD employee pays all applicable fees (waiver applies to tuition only) and
 - (c) ORCSD's annual tuition allotment has not been exceeded for the year.
4. Tuition waivers are available for all UNH credit and non-credit courses.
5. Professional staff members (teachers) are required to submit a brief statement of direct benefit to ORCSD. There is no limitation on the number of allowable courses taken.
6. Administrative staff members (ORAA/Directors) are required to submit a brief statement of direct benefit to ORCSD, courses are limited to three (3) per year.
7. Paraprofessional staff members (if tuition waiver allotment is available) are required to submit a brief statement of direct benefit to ORCSD. Available courses will be distributed equitably for paraprofessionals on a first come first serve basis.

Participation in this program is granted in the following priority order:

- a. Professional staff members (teachers) will have first priority,
- b. Administrative staff members (ORAA/Directors) will have second priority, and
- c. Pending the tuition waiver allotment balance: paraprofessional staff members will have the last priority.

All other interested staff member requests will be determined by the available tuition waiver allotment on a first come first serve basis.

The ORCSD, through the Superintendent's office, reserves the right to alter these guidelines and procedures at any time if deemed in the best interests of the ORCSD, recognizing the need to comply with collective bargaining restrictions as well as the right of UNH to review and modify the MOU.

Contact Wendy at the Superintendent's Office with any questions you may have regarding the UNH Tuition Waiver program here at ORCSD.