

**Office of the Registrar**

ATTN: Tuition Classification Officer  
Bear Central, Campus Commons 2120  
Campus Box 50  
Greeley, CO 80639  
(970) 351-4315 (970) 351-1870 FAX



**MILITARY TUITION WAIVER FORM**

Indicate the term for which you are requesting the Military Tuition Waiver: TERM  YEAR

**Attention:** Certification of waiver must be signed and submitted to the Office of the Registrar no earlier than 30 days prior to the first day of classes and no later than the *first day of classes*. **Failure to submit this form by the first day of classes may result in non-resident tuition classification for the semester without right to appeal.** Note: Unless the student meets the requirements for Colorado residency, this eligibility expires the first term following military retirement, military discharge or loss of dependent status.

\_\_\_\_\_  
Last Name First Name Middle Name

\_\_\_\_\_  
Street City State ZIP

\_\_\_\_\_  
UNC Bear Number Date of Birth Email Address Daytime Phone Number

Sponsors Information (If not the student)

\_\_\_\_\_  
Last Name First Name Middle Name

\_\_\_\_\_  
Street City State ZIP

\_\_\_\_\_  
Daytime Phone Number Relationship to Student Email Address

Military member please check the correct response below. If one of the next 3 statements does not apply to the military member please do not complete this form.

- My dependent child listed above as the student was born to or legally adopted at the time I was stationed in Colorado – provide copy of birth certificate or adoption certificate
- My spouse listed above as the student was my legal spouse at the time I was stationed in Colorado and we are currently still legally married – provide copy of marriage certificate
- I am the military member requesting the Military tuition adjustment for myself as the student.

Military member please check the correct response below. If one of the next 2 statements does not apply to the military member please do not complete this form.

- Military member is currently stationed in Colorado, complete Part 1 and Part 2 and attach a copy of your current orders stationing you in Colorado along with military and dependent ID's.
- Military member is not currently stationed in Colorado but was stationed in Colorado within 12 years of the first day of the semester I am requesting this adjustment. Complete Part 2 and attached a copy of your military orders stationing you in Colorado and orders transferring you out of Colorado along with military and dependent ID's.

**Part I - To Be Completed by the Base Education Officer**

I certify that (Name) \_\_\_\_\_ is an active duty member of the U.S. Armed Forces and  has **permanent duty station** (PCS) or  is on **temporary assignment to duty** (TDY) in Colorado at (name of military installation \_\_\_\_\_) and that (name of dependent) \_\_\_\_\_ is a legal dependent of this member. I further attest that the information certified above  **will**  **will not** remain in effect as of the first day of classes for the semester listed above at the University of Northern Colorado.

**Certifying Officer: Name** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Office or Command:** \_\_\_\_\_

**Signature of Certifying Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Part II - Student and Military member Certification**

I understand and agree to the following conditions:

1. This form must be completed and submitted to the Office of the Registrar no earlier than 30 days prior to the first day of the semester and no later than the first day of the semester.
2. If my waiver is based on a TDY assignment, I am not eligible to receive the College Opportunity Fund (COF) and I am responsible to pay full resident-based tuition and this adjustment will remain in effect only as long as the military member has TDY orders in Colorado.
3. If you waiver is based on PCS orders, this certification remains in effect as long as the student maintains continuous enrollment, not including summer term.
4. Attach copies of all required documentation including birth, adoption, marriage certificates, military orders and military IDs. Enlarge copy of military IDs when faxing. (Opinions from JAG office at Fort Carson and Peterson Air Force Base permit copying of IDs for legitimate purpose of obtaining a benefit for military personnel and dependents.)

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

U.S. Military Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if not the student)

**Important Reminders:**

- Attach copies of all documentation including birth, adoption, marriage certificates, military orders and military IDs (military member and dependent)
- Submit only copies of all documentation, no documentation will be returned.
- Return completed form and documentation to"  
    Fax: (970) 351-1870 - Attention: Tuition Classification  
    Mail: Office of the Registrar Office  
          University of Northern Colorado  
          Campus Commons 2120, Campus Box 50  
          Greeley, CO 80639
- This completed certification must be submitted to UNC no later than the first day of the requested term. Any submissions after that cannot be honored and will result in non-resident tuition assessment with right of appeal.
- Financial Aid will be adjusted if you are granted in-state residency tuition. You will no longer be eligible for scholarships based on non-resident tuition