WASHINGTON AND LEE UNIVERSITY
APPLICATION FOR TUITION-FREE COURSE(S)

This is not an application for admission as a degree-seeking student. Prospective degree candidates must apply through the Washington and Lee Office of Admission. Complete all items and obtain all required signatures *in the order indicated* before *returning the completed form to the University Registrar's Office*.

NAME: _____ **Date of Birth:** _____

ADDRESS: _____

PHONE: (Work) _____ **(Home/Cell)** _____

PREFERRED EMAIL ADDRESS: _____

I am applying for *Term* (select only one): Fall ☐ Winter ☐ Spring ☐ *Year*: _____

My regular work schedule is _____

Please check the appropriate category of eligibility.

☐ Operations Staff (Facilities, Dining Services, Public Safety) ☐ Spouse/Domestic Partner*

☐ Administrator ☐ Faculty ☐ Office Staff

NOTE for Spouse/Domestic Partner: Please provide name of the eligible Washington and Lee employee:

_____

Previous Institutions. For initial application, provide official transcripts from secondary schools and all colleges.

Secondary School Name & Location: _____

College/University Names & Locations: _____

Course information. Discuss course selection with the University Registrar and the academic department head(s).

	Subject	Catalog #	Section #	Title	Meeting Times and Days
1)	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____

I understand that I am held to the same academic, Honor System, and student conduct standards as are all W&L students, and that I am subject to the same disciplinary oversight by the faculty, Executive Committee, and other conduct bodies. I also understand that the value of this benefit may be taxable.

_____ _____
Applicant's signature Date

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1) _____
Supervisor (not required for spouse/partner)

2) _____
Executive Director of Human Resources

3) _____
Course1 Instructor

4) _____
Course 1 Academic Department Head/Assoc. Law Dean

5) _____
Course 2 Instructor

6) _____
Course 2 Academic Department Head/Assoc. Law Dean

7) _____
University Registrar

Office Use: Initial App? _____ ID_____ Cmpl Date _____
copies: HR; initial app to President of the Student Body Executive Committee