Special Tuition Rate Request Form

This form is used by Pueblo Community College (PCC) faculty and staff to request registration in Colorado Technical University (CTU) master’s level classes offered through the Colorado Springs Campus at a reduced rate as defined in a CTU/PCC Memorandum of Understanding. This form must be submitted to the CTU business office at least 7 days prior to the term start. Registration is on a space available basis which is defined as after regular student and CTU Tuition Assistance Program (TAP) registration is complete.

Student name: _______________________________________                            Phone: ____________________
CTU Student ID #: __________________________         Email Address:  _______________________________

Step One: PCC Human Resources Verification

I certify that the above name individual is a current faculty or staff member of Pueblo Peak Community College.

Certified by: ________________________________________          Date: ______________

Step Two: Requested Courses

List all courses you want to enroll in for this term in order of preference. Registration is on a space-available basis. Although every attempt will be made to honor the request, there is no guarantee that space will be available. List requested course for both first and second half terms.

I want to enroll in ______ courses for the __________________ term. My order of preference is:

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Registered*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*This column for CTU internal use only.

Step Three: Registrar/Business Office/Financial Aid

The above named student is current in all accounts and is meeting all academic and conduct standards as defined in the CTU catalog and student handbook.

Registrar: ___________________________________________                                  Date: ______________
Business Office: ___________________________________________                       Date: ______________
Financial Aid: ___________________________________________                           Date: ______________

Step 4: Student Acknowledgement/Certification

I understand, agree and hereby acknowledge that:

- I have reviewed the course description and have the required prerequisites.
• I understand that registration is upon space available basis and that CTU retains the right to change class schedules at whatever time and however they deem necessary.
• Add or drops may be made during the week preceding the start of the quarter at no charge. Adds and drops can be made during the first week for a charge unless the change by necessitated by an action of the university.
• I understand that all tuition and fee are payable in advance unless other arrangement are made.
• I have read, understand and accept all terms, conditions, policies and procedures as stated in the current catalog and other published documents of the university.

Student Signature: ______________________________________       Date: __________________________

**Step Five: Course Registration**

Student should check the student portal 2 days prior to the start of the term for their class schedule.

Student is registered in the course(s) indicated by check marks in the table of requested courses above.

Registered by: ____________________________       Date: __________________________