



UNIVERSITY OF  
**SOUTHERN MAINE**  
 OFFICE FOR PRIOR  
 LEARNING ASSESSMENT

253 Luther Bonney Hall  
 P.O. Box 9300, 96 Falmouth Street  
 Portland, Maine 04104-9300  
 780-4663 or 800-800-4876, x4383  
 Fax 207-780-4055

## ACADEMIC PORTFOLIO EMPLOYEE TUITION & FEE WAIVER FORM SUPERVISOR DEVELOPMENT INSTITUTE

Name \_\_\_\_\_

Campus Address \_\_\_\_\_

Campus Phone \_\_\_\_\_ Employee ID \_\_\_\_\_

After credit request has been evaluated, but before any credits are posted to a USM transcript, an Employee SDI Tuition & Fee Waiver must be processed:

Evaluation Fee - \$75	\$ 75.00
\$50 per credit x 3 credits	\$ 150.00
<b>Total waiver amount</b>	<b>\$ 225.00</b>

Supervisor Development Institute Academic Portfolio Credit will be posted as follows: \_\_\_\_\_

This signed Supervisor Development Institute Academic Portfolio waiver form must be mailed or delivered to:

USM, Student Billing Office  
 P.O. Box 9300, 118 Payson Smith Hall  
 Portland, Maine 04104-9300

**Signature of Approving Officer - Office for Campus of Enrollment**

\_\_\_\_\_ signature

\_\_\_\_\_ date

**Billing Office for PLA files**

Account to be credited: 06-6805005-45364-33-00  
 B D A C F

Method of Payment

Employee Tuition Credit Waiver

EMPLOYEE ID NUMBER: \_\_\_\_\_ DATE WAIVER PROCESSED: \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_