

Request for Waiver of Tuition

Human Resources
MSC 7009 540/568-3593
University Business Office
MSC 3516 540/568-7475

The Request for Waiver of Tuition form must be completed and received by Human Resources **before 5:00 p.m. the last day of the add/drop period**. Any waivers received after this time will result in a delay and therefore late fees may apply.

Annually, Payroll Services will collect the appropriate taxes from each employee who exceeds the \$5250 value for graduate courses, starting with the last pay period in October each year.

Online courses will not have full tuition waived unless certain circumstances apply. See section 5.2.8. The individual and the supervisor must review Policy [1402](#) and [1405](#).

Affiliates are not eligible for tuition waiver, with the exception of Emeritus faculty and staff, Military Science members, Clinical faculty members and Cooperative Education Partners.

Name:		PeopleSoft & Student #:		
Department:		Org #:	Division:	
Email:	Phone:		MSC:	
Semester:	Fall	Spring	Summer	Year

List your first two course preferences; you may also list an alternate course. Missing information will cause a delay in processing. If you are auditing the course DO NOT list # of credit hours, list audit. Please follow example below.

	Course #	Section #	Class #	Title	# Credit Hours	Class Schedule
Sample	Span 300	0001-Lec	70849	Grammar & Comm	3	TuTh 9:30 a.m.
1						
2						
Lab						
Alternate						

I certify that the information provided is complete and accurate. I have read [Policy 1402](#) and [Policy 1405](#) and meet the criteria to receive a Request for Waiver of Tuition. I assume responsibility for the information provided. If any information is incorrect I understand that I am risking disapproval of future requests. I also understand that any and all information on this form is subject to verification. **Please note: two administrative levels above the individual requesting waiver must sign/approve the Request for Waiver of Tuition.**

Individual Requesting Waiver:	Date:
Supervisor: <i>I certify that the above employee is in compliance with Policy 1402 or Policy 1405, and approve the request for waiver of tuition to be granted.</i>	Date:
Director/Dean/Department Head: <i>Request for Waiver of Tuition is authorized.</i>	Date:
AVP or VP: <i>Request for Waiver of Tuition is authorized.</i>	Date:

FOR OFFICE USE ONLY

Active:	OE Approved:
F/T:	Processed:
Prior Waivers:	Emailed:
Recommend Approval:	
Eligible for:	