



# Request for Tuition Waiver

The Request for Tuition Waiver form **must** be completed and received by Human Resources before 5:00 p.m. on the last day of the add/drop period. See the [Office of the Registrar](#) for dates and deadlines.

**Late requests for Tuition Waiver will be denied.**

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.

*\*This waiver does not register you for the course; you are responsible for registering for your courses\**

	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 I am enrolled in an MBA program that does not offer summer courses and therefore am eligible to take three courses in the spring and fall semesters.

3						
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Each quarter, over two pay periods, Payroll Services will collect the appropriate taxes from each employee who exceeds the \$5,250 value set forth by the IRS for graduate courses. Quarters: 3/30, 6/30, 9/30, 11/30\*

\*for payroll purposes the last quarter's taxes will be collected on the 11/30 pay period

I have read [Policy 1402](#) and meet the criteria to receive a Request for Tuition Waiver. I certify that the information provided is complete and accurate. I also understand that any and all information on this form is subject to verification. Two administrative levels above the employee must sign the Request for Waiver of Tuition.

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

**Late requests received in Human Resources after the add/drop date will be denied.**

### FOR OFFICE USE ONLY

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

Submit via email: [benefits@jmu.edu](mailto:benefits@jmu.edu), fax: 540/568-7916, or intercampus mail: MSC 7009 **before** the deadline