

## EMPLOYEE AND/OR DEPENDENT TUITION WAIVER FORM

Employee's Name \_\_\_\_\_ Employee ID # &amp; Position/Title \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Dependent's Name \_\_\_\_\_ Dependent's Student ID or SS# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Relationship to employee: (check one)

 Self  Spouse  Unmarried Natural or Adopted Child  Unmarried Step-Child  Legal WardDoes the dependent live with you?  Yes  No  Yes  No With Former Spouse

(Dependents must reside in the household of the employee or the employee's former spouse. Exception: step-child must reside in the household of the employee)

Institution to Attend: \_\_\_\_\_ Term/Year \_\_\_\_\_

Course# \_\_\_\_\_ Course Name \_\_\_\_\_ Credit Hours online ( )Yes ( )No Audit: ( )Yes ( )No

Course# \_\_\_\_\_ Course Name \_\_\_\_\_ Credit Hours online ( )Yes ( )No Audit: ( )Yes ( )No

Course# \_\_\_\_\_ Course Name \_\_\_\_\_ Credit Hours online ( )Yes ( )No Audit: ( )Yes ( )No

Course# \_\_\_\_\_ Course Name \_\_\_\_\_ Credit Hours online ( )Yes ( )No Audit: ( )Yes ( )No

Course# \_\_\_\_\_ Course Name \_\_\_\_\_ Credit Hours online ( )Yes ( )No Audit: ( )Yes ( )No

**I certify that I am familiar with the provisions of the Employee and/or Dependent Tuition Waiver policy and that the persons(s) requesting the tuition waiver benefits qualifies as an eligible employee or dependent in accordance with the policy. (See reverse of form for policy and/or processing step.)**

**INITIAL BY** \_\_\_\_\_ All fees (other than portion of tuition waiver), books and supplies are the responsibility of the student

**EACH ITEM** \_\_\_\_\_ Maximum of one audit per term

**AND SIGN** \_\_\_\_\_ Waiver does not apply to repeated courses

**BELOW** \_\_\_\_\_ Student must abide by the academic limitations and policies of the attending institution (including any course limitations)

\_\_\_\_\_ Unofficial transcripts and current course schedule must be attached to this form

*It is the responsibility of the employee/ and or dependent to ensure that all documents and forms (requested by the college where the student is enrolled) are submitted and signed by the appropriate personnel in a timely manner prior to submission. Any packets deemed as incomplete will cause a delay in the processing of the tuition waiver. Please be sure to check with the college in which you are registered for courses to ensure the packet is complete.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(If required)***This section to be completed by the Human Resources department at the institution of employment.***

Certification: Full Waiver \_\_\_\_\_ 2/3 Waiver \_\_\_\_\_ 1/3 Waiver \_\_\_\_\_ Full-Time Employment Date \_\_\_\_\_ or Date of Employee Retirement \_\_\_\_\_

\*Dependents are eligible for waiver for a maximum of 5 years from date of employee retirement.

Certifier Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

***This section to be completed by the appropriate college official at the institution of attendance.***Certification: Student's GPA is at least 2.0?  Yes  No

Certifier Name: \_\_\_\_\_ Title: \_\_\_\_\_ Department/Division \_\_\_\_\_ Date \_\_\_\_\_

***This section to be completed by the President at the institution of attendance.***

Based on the certified information above, I hereby certify that \_\_\_\_\_ has been approved to receive all benefits granted under the Employee and Dependent Tuition Waiver Program for \_\_\_\_\_ hours at the institution of \_\_\_\_\_.

President: \_\_\_\_\_ Date \_\_\_\_\_

Notes: