



**Graduate Tuition Waivers are available to Regular Full-Time Employees** who have completed One Year of Continuous Full-Time Service as of the 30<sup>th</sup> calendar day of the semester beginning with the first day of classes in which the individual enrolls to receive the Tuition Waiver.

**For Employees full Graduate Tuition is waived**, less any grant or scholarship assistance for which the student qualifies. Tuition waived for Graduate Level Non-Job Related Courses as defined by the IRS is also included as additional taxable income during the year in which the Tuition is waived.

**Graduate Tuition Waiver Applications for Faculty or Staff Members for which a tax exemption is being requested** must be submitted with a copy of the Catalog Course Description and a copy of one's Job Description attached to the Tuition Waiver application, along with a statement clearly setting forth how the requested courses specifically relate to the performance of one's current University position. Graduate Tuition Waiver applications received without such supporting documentation attached will automatically be processed as taxable events.

**Graduate Tuition Waivers are available to Spouses & Dependent Children of Regular Full-Time Employees** who have completed one year of Continuous Full-Time Service as of the 30<sup>th</sup> calendar day of the Semester beginning with the first day of classes in which the individual enrolls to receive the Tuition Waiver.

**For Spouses & Dependent Children 50% of Graduate Tuition is waived**, less any grant or scholarship assistance for which the student qualifies. Tuition waived for Spouses & Children to attend Graduate Level courses is also included as additional taxable income to the Faculty or Staff Member during the year in which the tuition is waived.

**The Graduate Tuition Waiver is limited** to that course work in which the student can be enrolled without the University's incurring substantial additional costs, including loss of revenue.

**Tuition Waiver Applications must be completely filled out** by providing all requested information, including signatures of all parties indicated on the forms

**All completed Tuition Waiver Applications are to be submitted directly to Benefits Administration.**

**Note: Submitting forms to Financial Aid does not fulfill this requirement.**

**Do Not submit forms to Financial Aid**

**Graduate Tuition Waiver Applications for Faculty & Staff Members** must be completed each individual Semester.

**Graduate Tuition Waiver Applications for Spouses & Children** may be completed each Semester or once each Academic Year.

**VERY IMPORTANT DEADLINES FOR ALL TUITION WAIVERS:**

**\* Tuition Waiver Applications must be received by Benefits Administration by the first class day each Semester for all processing to be timely completed.**

**\* Incomplete applications will be returned to the Student without being processed and without being credited to the student's tuition account.**

**\* IN THE EVENT OF A DROPPED COURSE, THE TUITION WAIVER BENEFIT WILL BE REVERSED OR REFUNDED THE SAME AS ANY OTHER FINANCIAL AID IN ACCORDANCE WITH THE REFUND/REVERSAL POLICIES OF THE FINANCIAL AID OFFICE**

**For Clarification or Additional Information contact Benefits Administration, Ext. 2787**

The Graduate Tuition Waiver form appears on the reverse side of these instructions.