DEPENDENT TUITION WAIVER FORM

FOR QUALIFIED DEPENDENTS OF EMPLOYEES OF MOREHEAD STATE UNIVERSITY

Students whose tuition is paid by other tuition specific scholarships or awards may not receive this waiver.

May be used for maximum of 6 undergraduate hours per term, maximum of 12 per year. *Form revised 4/11/12*

Employee Information

_____ _____

Employee's Full Name *Employee's MSU ID No. (m#######)*

_____ _____

Employee's Campus Address *Employee's Campus Phone No.*

Student Information

_____ _____

Student's Full Name *Student's MSU ID No. (m#######)*

_____ *See UAR 327.03 for dependent eligibility information.*

Relationship to Employee

A form must be completed for each student. Spouse or dependent child may be required to provide legal documentation. If both husband and wife are full-time MSU employees and wish to transfer their waiver hours to a dependent child, both will need to complete a form for that dependent child.

Indicate term for which this waiver is to be used (check one): ____ Fall ____ Spring ____ Summer

Proposed Undergraduate Class Schedule

This form does not replace the registration process. Waiver cannot be processed until student is registered for the course(s) listed below.

Dept.	Course & Section No.	Undergraduate Course Title	Credit Hrs.	Time	Days
Total number of undergraduate class credit(s) to be used this term:				Maximum 6 hours per term	

Authorization ***Note: Students with waivers must still complete the appropriate protect class schedule plan.*

Submitted: _____ Date: _____

Employee's Signature (Certifying student meets eligibility requirements)

Approved: _____ Date: _____

Employee's Immediate Supervisor (Certifying dependent is eligible)

Approved: _____ Date: _____

Employee's Vice President

DEADLINE DATES FOR PROCESSING

August 1, 2012 for the 2012 Fall Semester
January 2, 2013 for the 2013 Spring Semester
May 1, 2013 for all 2013 Summer Terms

See UAR 327.03. Form must be approved and submitted to the appropriate Vice President's office by the deadline. Dates listed above are first business day following deadline date in policy.

Anyone using this form in a fraudulent manner is subject to dismissal and any legal implications for fraudulent use. Assigning this tuition waiver to a spouse or dependent child reduces your eligibility to take advantage of the State Faculty and Staff Tuition Waiver for this term, and credit hours waived for a spouse or dependent child will be deducted from your annual eligibility. Please be aware this waiver may result in a tax liability. See UAR 327.03.

Once this waiver form has been submitted, the student is responsible for completing all required processes at MSU:

1. Admission to the institution must be achieved.
2. Verify acceptance into a program of study.
3. Have class schedule approved and registered.
4. Submit this waiver form to the Office of Enrollment Services by deadline date.
5. Classes are subject to availability, and student is subject to all regulations at MSU.

REMINDER:
Each student must be in good academic and financial standing at MSU. A minimum 2.0 cumulative GPA at MSU is required.

Distribution: Original: Office of Enrollment Services **Copies:** Employee's Vice President/Employee's Immediate Supervisor/Employee

Office of Enrollment Services 100 Admissions Center Morehead State University Morehead, KY 40351