

# TUITION WAIVER FORM

## FOR QUALIFIED EMPLOYEES AND DEPENDENTS OF EMPLOYEES OF MOREHEAD STATE UNIVERSITY

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

*Employees may use a maximum of 6 hours per term, not to exceed 18 per academic year. Employees assigning tuition waiver benefits to dependents must subtract those hours from their own waiver eligibility each term. Dependents may use a maximum of 6 undergraduate hours per term, not to exceed 12 per academic year. Tuition waiver does not apply to non-credit bearing or audited courses or those offered through overseas programs.*

\_\_\_\_\_  
Employee 's Full Name

\_\_\_\_\_  
MSU ID No. (m#####)

\_\_\_\_\_  
Campus Address

\_\_\_\_\_  
Campus Phone No.

**Who will be utilizing this waiver?      *Dependent*      *Employee* Complete one form per student utilizing the tuition waiver.**

\_\_\_\_\_  
Dependent's Full Name (if dependent is using waiver)

\_\_\_\_\_  
MSU ID No. (m#####)

\_\_\_\_\_  
Relationship to Employee

\_\_\_\_\_  
Date of Birth if Dependent Child (MM/DD/YY)

*A form must be completed for each student. Spouse or dependent child may be required to provide legal documentation. If both spouses 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. See [UAR 327](#) for dependent eligibility information.*

Indicate term by year (e.g. 2015 Fall): \_\_\_\_\_ **Fall** \_\_\_\_\_ **Spring** \_\_\_\_\_ **Summer** \_\_\_\_\_ **Winter**

### Proposed 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.	Course Title	Credit Hrs.	Time	Days

Total # of tuition waiver credit hours to be used this term may not equal # of credit(s) indicated above, e.g. student takes two 4-hour credit courses but is limited to 6 hours of tuition waiver.

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 in accordance with [UAR 327](#))*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
*Employee's Vice President*

**DEADLINE DATES FOR PROCESSING**

**August 1st for the Fall Semester**

**December 1st Winter Session**

**January 2nd for the Spring Semester**

**May 1st Summer Session**

*Form must be submitted to the Office of Financial Aid by the aforementioned date. Should any of these dates fall on a week-end or holiday, the form is due on the following workday. See [UAR 327](#).*

*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](#).*

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 Financial Aid 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.

**Approved form should be emailed to [finaid@moreheadstate.edu](mailto:finaid@moreheadstate.edu) by the appropriate Vice President's Office**