



TUITION WAIVER APPROVAL FORM

Staff & SPFPA Employees

Employee Name (Please Print or type) _____ DOH* _____

Department _____ Date _____

Term _____ Number of Credits _____

Fees Waived if grandfathered from 8/1/06 – must have been enrolled and attending current academic degree prior to 8/1/06
(For Human Resources Use Only)

Please check where appropriate:

FULL-TIME EMPLOYEES

- Employee – Graduate Studies at 90%
- Employee – Undergraduate at 90%
- Employee – Continuing Education at 90%
- Spouse – Graduate Studies at 90%
- Spouse – Undergraduate at 90%
- Dependent Child – Graduate Studies at 90%
- Dependent Child – Undergraduate at 90%

REGULAR PART-TIME EMPLOYEES

- Employee – Graduate Studies at 45%
- Employee – Undergraduate at 45%
- Spouse – Undergraduate at 45%
- Dependent Child – Undergraduate at 45%

**NOTE: Employees, spouses and dependent children are eligible after five complete months of full-time or regular part-time service. Fees waived only if check box is marked and initialed by Human Resources.*

IF FORM IS FOR SPOUSE OR DEPENDENT CHILD:

Spouse or Dependent Child's Name _____ RMU ID # _____

Relationship to Employee _____ If Dependent Child, provide DOB _____

I CERTIFY THAT THE DEPENDENT CHILD IF LISTED ABOVE MEETS THE FOLLOWING CRITERIA:

- YES NO Is the dependent child a son, daughter, stepchild or foster child of the employee?
- YES NO Is the child financially dependent upon the employee?
- YES NO Is the dependent child age 25 or younger? (When a dependent child turns 26, he/she will be permitted to complete current term only.)
- YES NO Are you, your spouse, or dependent child receiving scholarships, grants, or other educational benefits?
If YES, please list the type of educational benefit and amount:

NOTE: Enrollment through this program is conditional upon space being available in the desired course(s). If employee, spouse and/or dependent child are taking courses, a separate form must be completed for each person. Completed forms must be signed by your Department Head. Forms should be submitted to Human Resources, Attn: Mary McAuliffe each semester prior to the start of the term. If an employee, spouse or dependent child utilizing this program receives any scholarships, grants (except need based grants for PHEAA & PELL) or other employer educational benefits, such monies will first be applied toward the payment of the normal tuition and fees. The Tuition Waiver benefits would replace any RMU institutional funds.

Employee Signature Date

Department Head Signature Date

Approval: Human Resources Department Date