



TUITION WAIVER APPROVAL FORM

Full-time Faculty Employees

Employee Name (Please print or type) _____ DOH _____

Department _____ Date _____

Term _____ Number of Credits _____

Fees waived for Full-time Faculty employees.

Please check where appropriate:

- Employee – Graduate Studies at 100%
- Employee – Undergraduate at 100%
- Employee – Continuing Education at 100%
- Spouse – Graduate Studies at 100%
- Spouse – Undergraduate at 100%
- Dependent Child – Graduate Studies at 100%
- Dependent Child – Undergraduate at 100%

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 from 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