# Request for Tuition Waiver
# (For Employees)

The Tuition Remission Policy & Procedure is on the Human Resources web page at:
http://www.loyno.edu/human.resources/policiesandprocedures/manual/4-18.html

**PLEASE PRINT (Incomplete applications will be returned).**

Employee's Name: _____ Date of Hire: _____

Employee SSN: _____ Department: _____ Box #: _____Ext. #: _____

☐ Full-time Faculty ☐ Full-time Staff

**Courses requested are for the following semester (one application per semester/session, please):**

Year: _____ ☐ Degree seeking ☐ Non-degree seeking
☐ Undergraduate ☐ Graduate ☐ Law
☐ Fall ☐ Spring ☐ Summer
Session: _____

I have registered for the following undergraduate course(s):

| Course Title | Time | Days |
|---|---|---|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |

I have registered for the following graduate course(s):

| Course Title | Time | Days |
|---|---|---|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |

**EMPLOYEE AGREEMENT:**

I understand according to the Tuition Remission Policy, the waiver will not exceed 9 undergraduate credit hours, or 6 graduate credit hours per Spring and Fall semester and 6 credit hours per session in the Summer. Non-degree seeking employees are eligible for a maximum of 6 credit hours per semester. The dollar value (of tuition) exceeding $5250 per calendar year for graduate and law school classes are a taxable non-cash benefit subject to income tax which will be withheld from my paycheck.

_____ _____
Employee Signature Date

**Supervisor and Department Head's Certification:**

_____ _____
Direct Supervisor (Print Name) Department Head (Print Name)

_____ _____
Title Title

_____ _____
Supervisor's Signature Date Department Head's Signature Date

***Vice President or Dean's Certification:**

_____ _____ _____
Vice President or Dean (Print Name) Vice President or Dean Signature Date

***Only applicable if taking a class during regularly scheduled work hours.**

We will complete processing of tuition waivers once grades have posted from previous semesters.

**REVISED 05/08**