

## 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 11/24/08

### 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#####) \_\_\_\_\_

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

See UAR 327.03 for dependent eligibility information.

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

Submitted: \_\_\_\_\_  
*Employee's Signature (Certifying student meets eligibility requirements)*

Approved: \_\_\_\_\_  
*Employee's Immediate Supervisor (Certifying dependent is eligible)*

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

### DEADLINE DATES FOR PROCESSING

**January 5, 2009 for the 2009 Spring Semester**

**May 1, 2009 for all 2009 Summer Terms**

**August 3, 2009 for the 2009 Fall Semester**

See UAR 327.03. Form must be approved and submitted to the Office of Enrollment Services 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