

FACULTY & STAFF TUITION WAIVER FORM FOR 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 hours per term, maximum of 18 per year (6 Fall, 6 Spring, 6 Summer). *Form revised 11/24/08*

Employee's Full Name

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

Employee's Campus Address

Employee's Campus Phone No.

Indicate term for which this waiver is to be used (check one): ___ Fall ___ Spring ___ Summer

Proposed Class Schedule

This form does not replace the registration process. This waiver cannot be processed until you are registered for the course(s) listed below.

| Dept. | Course & Section No. | Course Title | Credit Hrs. | Time | Days |
|----------------------------------------------------|----------------------|--------------|-------------|--------------------------|------|
| | | | | | |
| | | | | | |
| | | | | | |
| Total number of class credit(s) to be used at MSU: | | | | Maximum 6 hours per term | |

Authorization

Submitted: _____

Employee's Signature (Student)

Approved: _____

Employee's Immediate Supervisor (Course of study approval)

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 from the credit granting institution and any legal implications that may apply to fraudulent use. If a person takes classes at more than one institution in one semester, a Statutory Tuition Waiver must be completed for each institution attended. Please be aware that this waiver may result in a tax liability. See UAR 327.03.

Once this waiver form has been completed by the student and employer, the student is responsible for completing all of the necessary processes at Morehead State University:

1. Admission to the institution must be achieved.
2. Verify acceptance into your program of study if applicable.
3. Have your 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 at Morehead State University

Copy: Employee's Vice President **Copy:** Employee's Immediate Supervisor **Copy:** Student

Office of Enrollment Services

100 Admissions Center

Morehead State University

Morehead, KY

40351