



# TUITION WAIVER APPROVAL FORM

## ESP Employees

Employee Name (Please Print or type) \_\_\_\_\_ DOH\* \_\_\_\_\_

Department \_\_\_\_\_ Date \_\_\_\_\_

Term \_\_\_\_\_ Number of Credits \_\_\_\_\_

**Fees are the responsibility of the individual attending.**

Please check where appropriate:

**FULL-TIME EMPLOYEES**

- 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%

**REGULAR PART-TIME EMPLOYEES**

- Employee – Graduate Studies at 50%
- Employee – Undergraduate at 50%
- Spouse – Undergraduate at 50%
- Dependent Child – Undergraduate at 50%

*\* NOTE: Employees, spouse and dependent children are eligible after five complete months of full-time or regular part-time service.*

*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