

**Faculty/Staff Tuition Waiver  
Benefit Application  
Spring 2017**

Office of Financial Aid  
1201 Wesleyan Street  
Fort Worth, Texas 76105  
(817) 531-4420  
Fax (817) 531-4231

**Employee Information (Required on all applicants)**

Name	University ID#	Hire Date
Department:	Job Title:	
If Part-time Employee, please indicate hours worked per week		

**(Required if student is not the employee)  
Dependent/Spouse Information**

Name	University ID#	
Address		
City	State	Zip
Relationship to employee	Date of Birth	

**ENROLLMENT**

Spring 2017 \_\_\_\_\_ Hours

Last Full Semester Registered: \_\_\_\_\_

**PROGRAM INFORMATION**

___ UNDERGRADUATE	
___ M.ED	___ ED.D
___ M.A. Counseling	___ PH.D MFT
___ MBA/MIM	
___ MSNA	___ DNAP

**Note: This waiver replaces any other academic scholarship or grant awarded from Texas Wesleyan University**

**FAILURE TO COMPLY WITH TUITION WAIVER POLICIES AND PROCEDURES MAY RESULT IN REVOCATION OF THE WAIVER.**

**Signatures (Required of all applicants)**

Employee \_\_\_\_\_ Date \_\_\_\_\_  
My signature reflects acknowledgment that I am responsible for ensuring payment of fees for all covered parties, including myself, spouse and children.

Employee's Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**EMPLOYEE MUST FORWARD TO HUMAN RESOURCES FOR APPROVAL BY: DECEMBER 28, 2016**

**This section for HR use only.**

\_\_\_\_\_ % Tuition Approved

Authorized HR Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Eligibility:**

- All tuition waivers must be fully completed and submitted to the Office of Human Resources at **least two full weeks (14 calendar days) prior to the beginning of the semester**. Waiver forms that are received by human resources after the deadline will not be processed. All Spring 2017 tuition waivers are due by: **December 28, 2016**
- The Tuition Waiver Benefit Application should be completed after registering for classes.
- All full-time, regular employees of the University, their spouses, and dependents are eligible for a full tuition waiver. Dependents are defined as natural, adoptive or stepchildren. Proof of dependency may be requested.
- Eligibility for the tuition waiver benefit begins the following semester after the initial semester that the employee has been employed full time for both the employee and their eligible family members
- No waiver eligibility will be retroactive to any semester enrolled prior to the eligibility date.
- Part-time employees (faculty or staff) are eligible for the tuition waiver. The amount of the waiver will be pro-rated to the number of regular hours they work each week. Thirty or more hours per week is considered full-time employment. Part-time employee dependents and/or spouses are not eligible for the tuition waiver.

**Additional Requirements:**

- Continuation of the tuition waiver benefit requires compliance with the same academic standards as outlined in the current University catalog.
- Tuition waiver applicants who apply for and receive federal, state, institutional or other outside awards (other than student loans), shall have those awards counted toward tuition costs unless otherwise stipulated. Students eligible to receive the Federal Pell Grant may use this aid for costs beyond tuition.
- Students on waiver are required to pay for all fees associated with admission and enrollment and any other fees not specifically considered as “tuition.”
- Tuition waivers for courses an employee takes in pursuit of a graduate degree are fully taxable. This includes undergraduate courses taken as a condition of admission to a graduate program as the course is considered graduate level for purposes of taxability. However, the IRS provides an exclusion of the first \$5,250 of tuition waiver income. Waivers for an employee’s dependent in pursuit of a graduate degree are fully taxable (exclusion does not apply). Waivers for courses taken by an employee/dependent toward an undergraduate degree are not taxable to the employee.
- The University shall not incur any expenses on behalf of the employee, spouse or child including tuition payments paid to a third-party.
- Any delinquencies in paying amounts due the University will result in the revocation of the tuition waiver benefit for that employee and eligible family members until the balance is paid in-full. Disciplinary action may be taken against employees who have outstanding balances associated with tuition waivers for themselves and/or their eligible family members.

**Restrictions:**

- Employees may take up to six (6) credit hours per semester with supervisory approval.
- Full-time employees may take only one course regardless of work schedule between the hours of 8:00 am to 4:30 pm, Monday through Friday. For non-exempt employees, any time spent in class must be made up during the same pay period. Hourly employees may not use vacation time in increments less than a full day to attend class. Supervisors may also recommend to the provost and the director of human resources exceptions to this policy. Requests for exceptions must be submitted in writing to the Office of Human Resources at least 14 calendar days before the first day of class. Exceptions will only be made for compelling reasons as determined by the Associate Vice President of Human Resources.

**Additional Information**

- This benefit may be revised or discontinued at the end of any semester. Under no circumstance shall it constitute a continuing obligation of the University.
- Additional information about the tuition waiver benefit is available in the applicable Employee Handbook.
- Failure to comply with tuition waiver policies and procedures may result in revocation of the waiver.