

WV NORTHERN FULL-TIME EMPLOYEE TUITION WAIVER REQUEST FORM

To request an employee tuition waiver for self or eligible dependent complete the information below and submit the completed form to the HR Office. The request can be for up to six (6) credit hours per semester per person. Any fees associated with the registration or course(s) are not covered by a tuition waiver. Tuition waivers are a form of financial aid and are subject to all financial aid rules and regulations including satisfactory academic progress.

A separate form is needed for each individual.

A NEW FORM MUST BE COMPLETED FOR EACH SEMESTER.

Employee Name: Work phone #

Signature Field

I am requesting a waiver(s) for the following:

☐ **EMPLOYEE WAIVER** Student ID#: Semester (for example, Fall)

CRN	Course Name	Credit Hours	FA Use Only
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ **Dependent Waiver** Student ID#/ss# Semester (for example, Fall)

Dependents Name: Relationship:

High School Student ☐ Yes ☐ No

CRN	Course Name	Credit Hours	FA Use Only
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This is to verify the employee is eligible to request waiver for self and/or dependent. Dependent is an eligible dependent of the employees.

☐ Approved

☐ Denied

Reason:

Chief HR Officer