FACULTY AND STAFF & CHAIRMEN’S ASSOCIATIONS
ADJUNCT FACULTY
DEPENDENT/SPOUSE TUITION WAIVER

This form authorizes the waiver of tuition and fees for the dependent or spouse of Faculty or Staff & Chairmen Association members and Adjunct Faculty. Present this form to the Bursar office once authorized signatures are completed.

The student (dependent/spouse) must complete the admission requirement and be accepted into a degree or certificate program. This waiver is for credit courses and associated fees, only.

☐ Full time  ☐ Day Adjunct  ☐ Evening Adjunct

EMPLOYEE: ______________________________________________________________

STUDENT: ________________________________________________________________

RELATIONSHIP TO EMPLOYEE: ______________________________________________

SEMESTER: _______________________________________________________________

For Adjunct Faculty: This form authorizes the waiver of tuition and fees on a pro-rated basis.

Example: If employee is teaching 12 credits/16 contact hours = 100% waiver
If employee is teaching 6 credits/8 contact hours = 50% waiver
If employee is teaching 3 credits/4 contact hours = 25% waiver

HOW MANY CREDITS ARE YOU TEACHING? WHAT SEMESTER ARE YOU TEACHING?
______________________________________   ___________________________________

SUBMIT THIS FORM TO THE HUMAN RESOURCES OFFICE FOR AUTHORIZATION

AUTHORIZED:

Approved for ________________________ % Waiver

Human Resource Officer:________________________ Date:____________________

Admissions Director:_________________________ Date:____________________

Accepted Date:__________________________________ Date:____________________

Program:__________________________________________

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