

# Tuition Waiver for Employee/Spouse/Dependent

[Press the **TAB** key to move from field to field] **DELETE** key] [Do **NOT** use the **ENTER** key]

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Department: \_\_\_\_\_ G/L Account No.: \_\_\_\_\_  
Status: Choose Status Waiver Recipient: Choose Recipient  
Recipient's Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Semester/Year: Semester / Year

## Course(s) to which the waiver applies

Course No: _____	Course Name: _____	Hours: _____
Course No: _____	Course Name: _____	Hours: _____
Course No: _____	Course Name: _____	Hours: _____
Course No: _____	Course Name: _____	Hours: _____

**When the amount available under this tuition waiver agreement is added to any other scholarship provided with ASU Mid-South institutional funds, the total shall not exceed the total of tuition and fees charged for the semester. It is not intended that a cash refund be generated to the student due to an ASU Mid-South scholarship**

Waivers may be used during fall and spring semesters only and apply only to courses taken on a "for credit," not an audit basis. Waivers are not available during the summer terms.

Waiver requests should be submitted for approval prior to the Regular Registration period, and registration must occur during the Late Registration period on a space available basis.

All full-time employees of the College, their spouses, and/or dependent children, as well as ASU MS Board members and/or their dependent children, may each enroll in two classes, up to eight hours, of degree or certificate credit courses per semester at the College. Full-time employees must have the permission of their supervisors to enroll during the work day and must remain employed for one semester following the semester of enrollment.

Part-time employees who have worked for the College for a minimum of three months may enroll in one class, up to four hours, of degree or certificate credit courses per semester at the College.

Adjunct and adult education faculty who have been employed to teach a minimum of one course during the concurrent or prior semester of enrollment may enroll in one class, up to four hours, of degree or certificate credit courses per semester at the college. Tuition waivers are not available for spouses and dependents of part-time employees.

Tuition waiver recipients must meet the regular admission requirements of the college and must maintain all academic standards in order to remain eligible for the program. Tuition waivers do not cover fees or book costs associated with enrollment. These must be paid by the enrollee. Exceptions to the above guidelines and restrictions may be granted by the President.

## Electronic Signatures

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Forward this form to the Director of Human Resources

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