

**Faculty/Administrative Employee Request for Tuition Waiver**

Employee Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Employing Department \_\_\_\_\_ Phone Number \_\_\_\_\_

Class Information: Semester \_\_\_\_\_ Year \_\_\_\_\_

Department & Course No.	Sec.No.	Course Title	Sem. Hrs.	Time	Days	Building & Room No.

Tuition and fees waiver will be issued only when this form is submitted to the Provost Office to registration for classes. Employees not in compliance will be responsible for full payment of tuition and fees. Any credit hour taken over the maximum is the employee's responsibility (see tuition waiver guidelines). Application for admission and class registration are the responsibilities of the employee.

I certify that :      I am not required to be registered with the Selective Service  
                            I am registered with the Selective Service

If you purposely state falsely any information relative to Selective Service registration, you may be subject to a fine or imprisonment or both.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Is your employment:      Full-Time      Part-Time      Governed by the UPI Agreement:

Start Date in this position:

\_\_\_\_\_

If the course is scheduled during the workday, Academic Support Professionals will make up the missed work at a time agreeable to their supervisor.

Department Chair/School Director/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR PROVOST OFFICE ONLY**

**NUMBER OF SEMESTER HOURS EMPLOYEE IS ELIGIBLE FOR WAIVER**

- Full-Time employee (2 courses or 6 credit hours, whichever is greater)
- Half-Time employee (1 courses or 3 credit hours, whichever is greater)
- Part-Time (less than 9-mo, 50% Employee or Temporary Employee in 1<sup>st</sup> year of employment (ineligible))

PROCESSING:

Employment Eligibility check

Class Registration check

Selective Service check

FAEW Added/Updated Hours: [    ]    ]

Verification email request

TUITION AND FEES WAIVER    Approved    Disapproved

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Provost Office**  
**Western Illinois University, Sherman Hall 211**  
**Phone: (309) 298-1066**  
[Provost@wiu.edu](mailto:Provost@wiu.edu)

**FACULTY/ADMINISTRATIVE EMPLOYEE TUITION WAIVER GUIDELINES**

Tuition and fee waivers are granted up to the credit hour maxima (see chart below) to both negotiated, and non-negotiated faculty and administrative employees who enroll in courses at Western Illinois University.

<b>CREDIT HOUR MAXIMUM (per Academic Term)</b>	
	<b>Academic Terms – Fall or Spring or Summer</b>
Full Time Employee*	2 courses or 6 credit hours, whichever is greater
Half Time Employee*	1 course or 3 credit hours, whichever is greater
WIU Retiree	1 course or 3 credit hours, whichever is greater
Part Time (less than 9-mo, 50%) Employees & Temporary Employees in 1st year of employment**	0 courses/0 credit hours (ineligible)

\*Credit hour maximums for non-negotiated faculty and administrative employees who are between half time and full time shall be pro-rated.

\*\*Temporary employees in their first year of employment regardless of length or percent and employees with less than 9-month 50% appointments are ineligible for tuition waivers.

Any credit hour taken over the credit hour maximum is the employee’s responsibility. Employees are encouraged to enroll in courses having scheduled class hours outside their scheduled work hours. For courses held during the employee’s work schedule, the employee may be excused to attend classes subject to a maximum of 4 clock hours per week or the number of clock hours required to attend one course, whichever is greater. Requests for excused absences to attend classes must have supervisor approval prior to enrollment and approval of tuition waiver.

1. A waiver of tuition and fees for non-negotiated faculty and administrative employees applies only to courses for credit or courses for audit.
2. Waiver of tuition and fees applies to Distance Learning credit courses as well as to courses regularly taught on campus.
3. Fees that are to be waived in addition to tuition are credit evaluation fees, university fees, transcript fees, telecourse fees, orientation fees and Distance Learning Charges. Fees related to proficiency examinations and laboratory fees are not included in this list and are not waived.
4. Employees granted release time to attend class shall make up the time at the discretion and approval of the supervisor by working outside regularly scheduled hours or deducting time spent in class from the employee’s vacation and/or comp hours balance. Break time cannot be used to make-up time.
5. Tuition and fee waivers may be subject to taxation.

**Withdrawal and/or Other Class Schedule Changes**

It is the employee’s responsibility to understand and follow Western Illinois University policy and procedure regarding class withdrawals and/or make other class schedule changes. Withdrawals and/or other schedule changes could result in additional payments owed to the University. Employees must initiate withdrawal and/or other class schedule changes within the appropriate timelines established by the University.

<http://www.wiu.edu/registrar/refunds.php>

**Additional Guidelines/Regulations:**

For Non-Negotiated Faculty/Staff:

Educational Benefits – Board of Trustee regulation II.B.12.

For UPI Negotiated Faculty/Staff:

Educational Benefits – UPI 2017-2021 Agreement, Article 27.12 and 41.12

Questions: Contact Provost’s Office: 309-298-1066 / Provost@wiu.edu