



**CIVIL SERVICE RETIRED EMPLOYEE TUITION WAIVER APPLICATION**

Retired Employee Name \_\_\_\_\_ Retired Employee ID \_\_\_\_\_ Date of Retirement \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ 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 Human Resources prior to registration for classes. Retired employees not in compliance will be responsible for full payment of tuition and fees. Application for admission and class registration are the responsibilities of the retired employee.

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

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

**TUITION WAIVER GUIDELINES**

**Educational Benefits - Board of Trustee regulation II.C.7.h**

1. A waiver of tuition and fees for retired 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. Tuition and fee waivers may be subject to taxation.
5. An employee who has retired from Western Illinois University shall be eligible for a waiver of tuition and fees at Western Illinois University as specified for one-half time employees.

	CREDIT HOUR MAXIMUM	
	Academic Term	Annual
Full Time Employee	6 credit hours	18 credit hours
3/4 Time Employee	4 credit hours	12 credit hours
1/2 Time Employee	3 credit hours	9 credit hours
WIU Retiree	3 credit hours	9 credit hours

6. Any credit hour taken over the credit hour maximum is the retired employee's responsibility.

**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>

**FOR HR OFFICE USE ONLY**

NUMBER OF SEMESTER HOURS RETIRED EMPLOYEE IS ELIGIBLE FOR WAIVER

Retired employee     3

TUITION AND FEES WAIVER

Approved    Disapproved

\_\_\_\_\_ Date \_\_\_\_\_

**Human Resources**  
**Western Illinois University, Sherman Hall 105**  
**Phone: (309) 298-1971   Fax: (309) 298-2300**  
[HR-Benefits@wiu.edu](mailto:HR-Benefits@wiu.edu)