



TUITION WAIVER REQUEST FORM

Employee Information (must be completed):

Name _____ ID# _____
 Department _____ Nazareth Employee ___ St. John Fisher Employee ___
 Semester and Year _____ Hire Date (Full Time) _____

If employee is the student: Approved by: _____ Date: ___/___/___
 Employee's Supervisor

NOTE: A separate Tuition Waiver Request form must be completed for each semester (Fall, Spring, Summer I and Summer II).
 This form must be completed and processed prior to registering for courses.

If spouse or dependent child is the student, please complete the following section:

| | |
|--|----------------------------------|
| Student's Name _____ | ID# _____ |
| Relationship to Employee _____ Linked _____ | Date of Birth _____ |
| Was student claimed as a dependent on employee's most recent income tax return? Yes ___ No ___ | |
| Is student applying for: Full-time student tuition waiver?* ___ Part-time student tuition waiver?* ___ | |
| Semester & Year _____ | Undergraduate ___ Graduate** ___ |
| Study Abroad Program No ___ Yes ___ | Program Name _____ |
| NOTE: Full time students are not eligible for any other Nazareth College awards or grants while receiving tuition remission benefits. | |

If employee, spouse or dependent is applying for part-time student tuition waiver, please complete the following section:

| Course Title & Number | Credit Hrs. | Class Day & Time |
|-----------------------|-------------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Requested by: _____ Date: ___/___/___
 Employee Signature

Approved by: _____ Date: ___/___/___
 Director of Financial Aid

Approved by: _____ Date: ___/___/___
 Human Resources

Processing instructions for spouse or dependent child taking classes:

***Full-time or part-time student:** Submit form and a signed copy of employee's latest income tax return showing the student was claimed as a dependent to the Human Resources Department for approval and processing.

****IRS regulations** state that the value of graduate classes may be taxable to the employee.