

**Eastern Illinois University Human Resources
Application for Tuition and Fee Waiver
For Civil Service Employees**

Employee's Name: _____ **E-Number** _____
Please type or print

TUITION AND FEE WAIVER IS REQUESTED FOR THE FOLLOWING COURSES FOR:

SEMESTER _____ **YEAR** _____

1 Course # _____ Section _____ Continuing Ed Course? Yes No
Title of Course _____ Graduate Course? Yes No
Course meets from: _____ o'clock to _____ o'clock on the following days:
_____ Credit Hours _____

2 Course # _____ Section _____ Continuing Ed Course? Yes No
Title of Course _____ Graduate Course? Yes No
Course meets from: _____ o'clock to _____ o'clock on the following days:
_____ Credit Hours _____

MAKE-UP ABSENCE FROM WORK (COMPLETE IF COURSE IS SCHEDULED DURING WORK HOURS):
According to Illinois law, Employees must have a 20 minute lunch break taken by the fifth work hour. Employees cannot work through their entire lunch hour as make-up time. For job related waiver-contact benefits Services at 582-5825.

Course #1: Absence from work will be made up by working outside of regularly scheduled hours. Please state specifically how this will be accomplished. (Note: Break time cannot be used as make-up time)

Course #2: Absence from work will be made up by working outside of regularly scheduled hours. Please state specifically how this will be accomplished. (Note: Break time cannot be used as make-up time)

Employee's Signature: _____
Dept./Org.: _____ **E-mail:** _____ **Phone:** _____
Scheduled Working Hours: _____ to _____ **Schedule Lunch Hour:** _____ to _____
Approval by Supervisor: _____ **Date:** _____
Approval by Benefits: _____ **Date:** _____

Please send the completed form to Benefits Services, 2031 Old Main, 581-5825.

CIVIL SERVICE BI-WEEKLY EMPLOYEES: PLEASE READ THE [GUIDELINES](#).

*Notice: Tuition and Fee Waiver Benefits may be subject to Taxation.