

Eastern Illinois University
Human Resources

Faculty and A&P Tuition Waiver for University Courses

This form should be completed by the employee and approved by the department chair, or immediate supervisor, the dean, and the Benefits Services before beginning coursework each semester. **Failure to submit an approved waiver proper to the beginning of course work each semester may result in the employee being held financially responsible for the courses taken.** If any changes should occur after this waiver has been approved, a revised waiver must be submitted. Please notify the Benefits Office, 581-5825, of withdrawal from courses for which tuition and fees were waived.

Employee Name: _____ **EIU#:** E_____

(Please print or type)

Department/Organization: _____ **E-mail:** _____

Request to take courses in: Semester: Fall ____ Spring ____ Summer ____ **Year: 20** ____

Course _____ **Credit Hours** _____

Course _____ **Credit Hours** _____

Course _____ **Credit Hours** _____

Current Employment Status (Check One) Full Contract ____ At least ½ Contract ____

Approvals (Signatures required)

Chair/Immediate Supervisor: _____ **Date:** _____

Dean: _____ **Date:** _____

Benefits: _____ **Date:** _____

Please return to Benefit Services, Room 2031, Old Main.

Faculty and administrative and professional employees must be admitted to the University through the Graduate School Office or readmitted through the Records Office at least ten days prior to registration day.

*To be eligible for educational benefits, you must have a contract of 9 consecutive months with an appointment of 50% or more.

Full-time temporary non-negotiated appointments are eligible for educational benefits at the beginning of the second consecutive fiscal year of such appointment. Per Board of Trustees, Section II, subsections B, 6(a), 5(b).

Upon approval, the employee will receive approval notification through E-mail. Employees who do not receive E-mail notifications of the approved waiver should contact the Benefits Office, 581-5825, to verify that the waiver form was received.

For additional information contact the Benefits Office at 581-5825.