

Eastern Illinois University
Human Resources

Civil Service Undergraduate Application Fee Waiver

This form implements the Board of Trustees education benefits policy for civil service, faculty, administration & professional employees. The form should be completed by the employee and approved by the employee's supervisor and Eastern Illinois University's Benefits Office **before** applying to the Eastern Illinois University or the Bachelor of General Studies Program.

I am applying to: EIU: BGS B/A: University E-number: _____
(Please check one)

Employee Name: _____
(Please print or type)

Department/Organization: _____ % Employment _____

Institutional Address: _____
(if other than EIU) _____

Approvals (**Signatures required**)

Employee: _____ Date: _____

Supervisor: _____ Date: _____

EIU Benefits: _____ Date: _____

EMPLOYEE'S RESPONSIBILITIES: The employee should attach this approved waiver form to the application when returning the application to the Admissions Office. The employee is still responsible for completing the [Civil Service Tuition Fee Waiver](#) to have tuition and fees for courses waived. Failure to obtain the approved tuition and fee waiver form prior to beginning course work each semester may result in the employee being held financially responsible for courses taken.