

Eastern Illinois University  
Human Resources

Graduate Application Fee Waiver  
Civil Service, Faculty, Administrative & Professional

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 Graduate School. Once approved, attach the form to the graduate application when returning to the Graduate School.

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Civil Service: \_\_\_\_ Faculty: \_\_\_\_ A&P: \_\_\_\_ E-Number: \_\_\_\_\_

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: \_\_\_\_\_

**Please return to Eastern Illinois University, Benefit Services, Room 2031, Old Main.**

The employee is still responsible for completing the [Faculty and A&P Tuition Fee Waiver](#) or [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.