

Glenville State Tuition Waiver form for Employee, Spouse, or Dependent based on:

**TUITION AND FEES POLICY 44**

**AWARDING OF UNDERGRADUATE TUITION WAIVERS ASSISTANCE AWARDS**

<b>SECTION I:</b>	<p><i>Employee completes Section I and submits the form to the Human Resources Office for approval and signature.</i></p> <p>If not already completed:</p> <p><i>Applicant is also responsible for filling out the Free Application for Federal Student Aid (FAFSA) for the applicable academic year before this request will be considered at <a href="http://www.fafsa.gov">www.fafsa.gov</a>, GSC code 00381. Later applications will be considered if funds available.</i></p> <p><i>Applicant is also responsible for completing an application for Glenville State College through the Admissions Office or online at <a href="http://www.glenville.edu/apply.asp">http://www.glenville.edu/apply.asp</a>.</i></p> <p>Glenville State College will award waivers defined for employees. The college will contribute six (6) full time waivers for the fall semester and six (6) full time waivers for the spring semester, to be distributed for eligible dependents and spouses. A full time waiver is defined as twelve (12) hours. A full time waiver can be split between eligible dependents and spouses, if they are not full time students. If there are more eligible waiver requests than waiver hours available in a given semester, the waivers shall be distributed proportionately.</p> <p>All applicants must meet the College's academic general admission standards and must maintain a minimum of a 2.0 GPA for each semester as well as Satisfactory Academic Progress for financial aid. Dependents that are on academic or social probation will not be eligible for waivers</p>
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**EMPLOYEE INFORMATION**

*Request for tuition waiver is made in accordance with the provisions of the following: (Check one.)*

<p><input type="radio"/> Eligible Employee</p> <p>Eligible employee is any faculty member, classified employee, or non-classified employee who is employed for 0.53 FTE or greater and who is eligible to enroll for PEIA health insurance. The eligible employee must have been employed at Glenville State College for a minimum of one year prior to the beginning of the semester in which he/she seeks to enroll. Classified staff must also no longer be in their probationary period. Positions classified as temporary or part-time are not considered to be eligible for waivers.</p>	<p><input type="radio"/> Spouse of Eligible Employee</p> <p>An eligible spouse is defined as the legal wife or husband of an eligible employee. <u>Spouse will be verified by marriage certificate that conforms to WV state marriage laws. Please attach a copy of your marriage certificate to this document.</u></p> <p><input type="radio"/> Dependent of Eligible Employee</p> <p>A dependent shall be eligible for tuition waivers as a full-time or part-time student of an eligible employee provided the dependent does not exceed twenty-five (25) years of age prior to the beginning of the semester for which the waiver is requested. An eligible dependent is defined as the biological, legally adopted, stepchild or legal ward of an eligible employee. A dependent is any person listed as a dependent on the Federal Tax Return for the preceding calendar year.</p>
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<i>Employee Name (Last, First, Middle)</i>	<i>Employee ID #</i>	<i>Immediate Supervisor</i>
<input type="radio"/> Full-time Staff <input type="radio"/> Full-time Faculty	<i>Date of Hire</i>	<i>Campus E-mail Address</i>

**DEPENDENT/SPOUSE INFORMATION IF SELECTED ABOVE FOR WAIVER  
(If waiver for employee to take classes skip this section)**

<input type="radio"/> Spouse	<i>Relationship to Employee</i>	<input type="radio"/> Dependent Child
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<i>Spouse/Dependent Name (Last, First, Middle)</i>		<i>Student ID # If previously enrolled @ GSC</i>		<i>Date of Birth</i>	<i>Major</i>
<i>Semester and Year Applied for</i>		<i>Expected Date of Graduation</i>		<i>Advisor</i>	<i>Credit Hour Load</i>
		<i>Relationship to Employee</i>			
		<input type="radio"/> Spouse		<input type="radio"/> Dependent Child	
<b>IF THE REQUEST IS FOR A DEPENDENT CHILD:</b>					
<i>Did you claim this person on your most recent federal tax return?</i> <input type="radio"/> Yes <input type="radio"/> No			<i>Are you claiming this person on your federal tax return for the current year?</i> <input type="radio"/> Yes <input type="radio"/> No		
<i>I certify that the person for whom I am making this waiver request is my dependent as defined above.</i>		<i>Employee's Signature</i>		<i>Date</i>	
<b>SECTION II:</b>		<p>A Petition for Waiver of Tuition and Fees application must be completed by the designated deadlines. Applications are due in the Human Resources Office by July 15<sup>th</sup> for the fall semester, November 30<sup>th</sup> for the spring semester. The Human Resources Director will complete this section after reviewing if the Employee fits the criteria in the Tuition and Fee-Policy 44. The form will then be transferred to the Financial Aid Office for completion of Section III.</p>			
<input type="radio"/> Approved as Meeting Waiver Criteria  <input type="radio"/> Disapproved as Not Meeting Waiver Criteria					
<i>Reason for Disapproval If Selected Above</i>		<i>Approving HR Officer's Signature</i>		<i>Date</i>	

