

TUITION AND FEES POLICY 44

AWARDING OF UNDERGRADUATE TUITION WAIVERS ASSISTANCE AWARDS

Section I:	<p>Employee completes Section I and submits the form to the Human Resources Office for approval and signature.</p> <p>If not already completed: 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 studentaid.gov, GSU code 003813. Later applications will be considered if funds are available. Applicant is also responsible for completing an application for Glenville State University through the Admissions Office or online at https://www.glenville.edu/admissions/apply.</p>
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Glenville State University will award waivers designated for employees. The University will contribute the equivalency of six (6) full-time waivers for both the fall and the spring semesters, to be distributed for eligible employees, dependents, and spouses. A full-time waiver is defined as twelve (12) hours of in-state, regular tuition. A full-time waiver can be split between eligible participants, if they are not full-time students. If there are more eligible waiver requests than waiver equivalencies available in a given academic year, the waivers shall be distributed proportionately.

All applicants must meet the University's academic general admission standards and must maintain a minimum 2.0 cumulative GPA for each semester, as well as maintain Satisfactory Academic Progress for financial aid. Participants who are on academic or financial aid suspension will not be eligible for waivers.

<input type="checkbox"/> Eligible Employee Eligible employee is any faculty or staff member who is employed full-time with a 0.53 FTE or greater and who is eligible to enroll for PEIA health insurance. <u>Positions classified as temporary or part-time are not considered to be eligible for waivers.</u>	<input type="checkbox"/> Spouse of Eligible Employee 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>	<input type="checkbox"/> Dependent of Eligible Employee 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.
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EMPLOYEE INFORMATION

Employee Name	Employee ID #
Employment Status Full-time Faculty Full-time Staff	Campus Email Address

DEPENDENT/SPOUSE INFORMATION (if applicable)

Relationship	Spouse/Dependent Name	Spouse/Dependent ID	Date of Birth
Spouse Dependent			

Semester/Year Applying For	Expected Graduation Date	Credit Hours Enrolled

<i>I certify that the person for whom I am making this waiver request is my dependent as defined above.</i>	Employee Signature	Date

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<p>SECTION II:</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not Approved</p>	<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 for the fall semester, November 30 for the spring semester, and April 30 for the summer 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>	
<i>Reason for Disapproval if Selected Above</i>	<i>Approving HR Officer's Signature</i>	<i>Date</i>
<p>SECTION III:</p> <p>To be completed by the Financial Aid Office</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not Approved</p>	<p>All employees, spouses, and dependents must complete and submit the Free Application for Federal Student Aid (FAFSA) for the applicable academic year before this request will be considered. All applicants must complete an application for Glenville State University through the Admissions Office.</p> <p>All eligible financial aid assistance, in the form of scholarships and/or grants, will be applied to the student's account prior to any waiver being granted. Waivers will be applied on a last dollar in tuition basis. In no case will the amount of the waiver exceed the total tuition balance due on the bill for any semester. Waivers will not cover any additional state-mandated costs associated for a non-resident student above the fee for a WV resident.</p> <p>No waiver, if granted, is guaranteed for subsequent semester(s). For each semester, the same process of granting waivers will be followed.</p>	
<i>Number of Credit Hours Waived</i>	<i>Reason for disapproval, if selected above</i>	
<i>Date</i>	<i>Financial Aid Officer Signature</i>	
<p>SECTION IV:</p>	<p>If approved by Financial Aid: Indicate the cost for the semester and the amounts of grants/scholarships to document the calculation used to award tuition waiver.</p> <p style="text-align: right;">Cost for the semester \$ _____</p> <p style="text-align: center;">List of Grants and scholarships received:</p> <p style="margin-left: 40px;">Total funding of Grants and Scholarships received \$ _____</p> <p style="margin-left: 40px;">Remaining balance eligible to be covered by tuition waiver \$ _____</p> <p style="margin-left: 40px;">Amount of tuition waivers available and applied to balance \$ _____</p> <p style="text-align: right; margin-right: 100px;">New total due \$ _____</p>	