



REQUEST FOR INTERINSTITUTIONAL WAIVER OF TUITION FOR CIVIL SERVICE EMPLOYEE

Semester/Year Attending: _____ Fall _____ Spring _____ Summer

CIVIL SERVICE EMPLOYEE INFORMATION:		
Employee Name: _____ WIU ID#: _____		
Classification: _____ Percent time: _____ Hire Date: _____		
Name of Home University & Department: _____ Work Phone: _____		
COURSE INFORMATION:		
Name of University where the course will be taken: _____		
Course Title/Course Number	Credit Hours	Day/Hrs Class Meets

I certify that I: am not required to be registered with the Selective Service
 am registered with the Selective Service

I certify that the above information is true and correct. I agree to submit a new request should my registration change, and if necessary, I accept tax liability for the value of tuition waived for graduate level courses for which I register. I understand that I will be subject to disciplinary action should the above information be proven false.

Employee Signature: _____ Date: _____

Employee Supervisor Signature: _____ Date: _____

I have reviewed this request and the employee has made appropriate arrangements for absence from work. Supervisor approval is required only if the employee will be absent from work for class attendance.

Civil service employees from other institutions who is covered under the State Universities Civil Service System, fees that are to be waived in addition to tuition are university fees, transcript fees, telecourse fees, orientation fees, and Distance Learning charges. Fees for undergraduate and graduate related to proficiency examinations, application fees and laboratory fees are not waived.

At Western Illinois University, civil service full time employee shall be eligible for a waiver of tuition and fees for 6 credit hours, 3/4 time employee shall be eligible for 4 credit hours, 1/2 time employee shall be eligible for 3 credit hours. Any credit hour taken over the credit hour maximum is the employee's responsibility. Employees who enroll in courses at state universities in Illinois other than Western Illinois University, the credit hour maxima and fees which will be waived will be determined by the institution in which such employees enroll.

For HR Office Use Only

Applicant Information Confirmed/Corrected	Authorized University Signature & Printed Name	Date
Approval Granted By	Number of semester hours for which employee is eligible for _____	
Reciprocal Institution		

We recommend that the employee make a copy of the approved form for their records in the event of a mislaid or destroyed form.