



CIVIL SERVICE EMPLOYEE TUITION WAIVER APPLICATION

Employee Name _____ Employee ID _____

Employing Department _____ Phone Number _____

Employee work schedule (hours and days) _____

Class Information: Semester _____ Year _____

Department & Course No.	Sec.No.	Course Title	Sem. Hrs.	Time	Days	Building & Room No.

Tuition and fees waiver will be issued only when this form is submitted to Human Resources prior to registration for classes. Employees not in compliance will be responsible for full payment of tuition and fees. Any credit hour taken over the maximum is the employee's responsibility (see tuition waiver guidelines). Application for admission and class registration are the responsibilities of the employee.

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

If you purposely state falsely any information relative to Selective Service registration, you may be subject to a fine or imprisonment or both.

Employee Signature _____ Date _____

- 1. All classes will be taken outside of regularly scheduled work hours. (Supervisor signature not required for non-probationary employees.)
- 2. Class(es) will be taken during the regular scheduled work hours and the time will be made up as follows **(limited to a maximum of 4 clock hours per week or the number of clock hours required to attend one course, whichever is greater.)**
 - Absence from work will be made up by working outside of regularly scheduled hours.
 - Absence from work will be deducted from vacation.
 - A combination of make up time and vacation will be used.

Please state below how make up time will be accomplished. Please indicate days and time when lost time will be made up. Break time may not be used.

- I approve for this probationary employee to enroll in Western Illinois University courses while serving their initial probationary period.
- I approve the arrangement as indicated above to cover absence from work to attend class(es).
- I disapprove the arrangement as indicated above to cover absence from work to attend class(es).

Supervisor Signature _____

Department Head Signature _____

FOR HR OFFICE USE ONLY

NUMBER OF SEMESTER HOURS EMPLOYEE IS ELIGIBLE FOR WAIVER

- Full-Time employee 6
- 3/4-Time employee 4
- 1/2-Time employee 3

TUITION AND FEES WAIVER Approved Disapproved

_____ Date _____

Human Resources
Western Illinois University, Sherman Hall 105
Phone: (309) 298-1971 Fax: (309) 298-2300
HR-Benefits@wiu.edu

TUITION WAIVER GUIDELINES

Educational Benefits - Board of Trustee regulation II.C.7.h

Tuition and fee waivers are granted up to the credit hour maxima (see chart below) to employees in status positions who enroll in courses at Western Illinois University. Employees on probation (with supervisor approval), seasonal layoff, disability, or temporary leave are eligible. (See Educational Benefits BOT regulation II.c.7.)

CREDIT HOUR MAXIMUM		
	Academic Term	Annual
Full Time Employee	6 credit hours	18 credit hours
3/4 Time Employee	4 credit hours	12 credit hours
1/2 Time Employee	3 credit hours	9 credit hours
WIU Retiree	3 credit hours	9 credit hours

Any credit hour taken over the credit hour maximum is the employee's responsibility. Employees are encouraged to enroll in courses having scheduled class hours outside their scheduled work hours. For courses held during the employee's work schedule, the employee may be excused to attend classes subject to a maximum of 4 clock hours per week or the number of clock hours required to attend one course, whichever is greater. This would include classes taken during the lunch hour. Requests for excused absences to attend classes must have supervisor approval.

1. A waiver of tuition and fees for Civil Service employees applies only to courses for credit or courses for audit.
2. Waiver of tuition and fees applies to Distance Learning credit courses as well as to courses regularly taught on campus.
3. Fees that are to be waived in addition to tuition are credit evaluation fees, university fees, transcript fees, telecourse fees, orientation fees and Distance Learning Charges. Fees related to proficiency examinations and laboratory fees are not included in this list and are not waived.
4. Employees granted release time to attend class shall make up the time at the discretion and approval of the supervisor by working outside regularly scheduled hours or deducting time spent in class from the employee's vacation and/or comp hours balance. Break time cannot be used to make-up time.
5. Employee must be employed the beginning of the academic term.
6. Tuition and fee waivers may be subject to taxation.

Withdrawal and/or Other Class Schedule Changes

It is the employee's responsibility to understand and follow Western Illinois University policy and procedure regarding class withdrawals and/or make other class schedule changes. Withdrawals and/or other schedule changes could result in additional payments owed to the University. Employees must initiate withdrawal and/or other class schedule changes within the appropriate timelines established by the University. (<http://www.wiu.edu/registrar/refunds.php>)