

FAIRMONT STATE UNIVERSITY

and

PIERPONT COMMUNITY AND TECHNICAL COLLEGE

Faculty and Staff Graduate Tuition Waiver Program

Guidelines

- Faculty and staff who are employed in a regular, benefits-eligible position are eligible to apply for a Fairmont State University graduate tuition waiver.
- Faculty and Staff **must** have been employed for six months prior to waiver request submission and must be employed on the first day of class in the semester for which you receive a waiver.
- The **Waiver Application Form** and **Waiver Taxation Form** are available in the Office of Graduate Studies, 224 Hardway Building, 367-4098.
- Faculty and staff **must be admitted** to graduate study at FSU, i.e., non-degree graduate, or graduate student in a specific program. The application fee of \$40 cannot be waived.
- Faculty and staff may request waiver for a **maximum** of **six** (6) credit hours each semester.
- The waiver includes tuition and all mandatory fees. Certain additional fees, such as the Online Course fee of \$25 per credit hour, are **not** waived. This means that students will be invoiced for these additional fees as applicable; those fees must be paid or the student's registration will be terminated for nonpayment.
- **Faxed forms or email attachments will not be processed!** Original signatures are required on both forms.
- Submit all waiver forms to the Office of Graduate Studies for processing.
- You must provide **written notification** to the Office of Graduate Studies if any course(s) are dropped **prior to the first day of class** in the semester for which you receive a waiver.
- When **Late Fees** are assessed due to late submission of tuition waiver forms, the department will be responsible for writing a letter/memo to Student Accounts explaining why the waiver was submitted late. If a student or department wishes to dispute a late fee, he/she should make the request directly to Student Accounts with the letter from the department. The Office of Graduate Studies has **no** authority over the assessment **or** removal of late fees.

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Graduate Waiver Application Form

To complete the form, double-click in the first blank space, enter your information, then TAB to the next area. If a drop-down menu opens, select your choice, then TAB to the next area. When complete, print the form and sign below where indicated, then submit the form to the Dean of your academic unit or Director of your department *with* a waiver taxation form. After obtaining signatures, *both* forms should be forwarded together to the Office of Graduate Studies.

1. Last Name: _____ First Name: _____ Middle: _____

2. Address: _____

3. City: _____ State: _____ Zip: _____

4. Email Address: _____

5. ID Number: _____

6. Employment Unit: _____

7. Admitted to the _____ Graduate Program

8. Requesting waiver of _____ credit hours for the _____ 20 _____ semester

9. Courses Requested (*Maximum 6 credit hours*):

10. Rationale/Justification:

Signature of Employee

Signature of Dean/Director

Date

Date

Approved Denied: (specify reason _____)

Signature of VP of Research & Graduate Studies

Date