# **Application for Tuition Waiver Southern Illinois University Carbondale**

Semester and year for which the request is being made:			
Name			
Last	First	Middle	Dawgtag #
Employing University		Campus Email	Employee #
Civil Service Illinois Resident	○ Yes	<ul><li>Undergraduate</li></ul>	
○ Faculty/AP	○ No	○ Graduate School	
NOTE: Employees with appointments at 50% time or more eligible for student status at the Student Recreation Center Health fee and will be eligible for that service.  NOTE TO GRADUATE STUDENTS: The Graduate School Industry and the summer semester). Overloads must be	er. Employees with ap imits full-time universi	pointments of less than 50 perd ity employees to eight credit ho	cent time must pay the Student
Employee Records enters tuition waivers in the Bursar' requires two additional processing steps before the wai  • First, any waivers entered by HR during the weekend process. This is only done once  • Second, waiver credits are not schedule days before each semester begins. It is waiver credit.	iver credit is actually a e week are transferre per week. ed to post to your ac	applied to your Bursar accoun d to the Bursar system during count until approximately 1	t. the
Your Bursar bill will not reflect the tuition waiver credit ι application and it has been entered in Banner).	until after all processe	es are complete (even if you ha	ave submitted your waiver
<b>Faxability:</b> According to IRC Sec 117, employees can assistants, who are researching/teaching at the Universuition waiver for all graduate courses. According to IRC requirement can receive a tax-free tuition waiver valued exceeding the \$5250 is subject to employment taxes an applicable income, social security, and Medicare taxes state income taxes will be withheld in accordance with information regarding the IRS tax rules for tuition waive <b>p15b.pdf</b> .	sity more than half the C Sec 127, employee: d up to \$5,250 for all on the must be reported a on any taxable emplo the employee's currel	e total percentage appointments and graduate assistants not graduate courses. The value cas taxable wages on Form W-toyee tuition waivers, as requirent Form W-4 on file with the Particular section.	nt, can receive a tax-free meeting the above of educational benefits 2. SIUC must withhold ed by the IRS. Federal and ayroll Office. For more
Employee Signature:		Date:	
Civil service employees must have supervisory apprours. In the case of civil service employees, work agreeable to the employee and supervisor or, with evacation. Lunch hours, which are not considered by Director of Human Resources may, to further the best take courses during working hours. In such inst	time lost in attending departmental appro- pasic work time, may est interests of the u	ng classes may either be may val, charged against the em y be used as make-up time. university, require or author	ade up at a time mutually ployee's accumulated In some instances, the ize civil service employees
FOR EMPLOYEE RECORDS USE ONLY		Date Form	Received:
Francis and Marified D			
		_	Date:

Date:

Awarded By:

## Application for Tuition Waiver Southern Illinois University Carbondale

#### FACULTY, ADMINISTRATIVE/PROFESSIONAL STAFF AND CIVIL SERVICE EMPLOYEES

- The university grants full waiver of tuition for undergraduate and graduate courses for the following: all SIUC employees on pay status, SIUC retirees, and employees on leave or layoff. Employees on extra-help civil service appointments are not eligible. (Employees on pay status must be employed during the term for which the waiver is applied.) Appointees with 0 percent appointments are ineligible to receive tuition waivers. The waiver is not applicable to professional programs, i.e., School of Law or the School of Medicine.
- 2. The waiver benefit does not limit the number of credit hours that may be taken each semester. However, the Graduate School has established a limit of 8 graduate hours per semester for full-time employees (a limit of 6 graduate hours for summer semesters). Those employees registering for hours that exceed these limits must seek approval from the Graduate School.
- 3. Employees will be responsible for any late registration fees.
- 4. For employees enrolling in Online Semester-based courses, please contact the Office of Distance Education and Off Campus Programs at 453-3430, regarding any course related charges that you may be required to pay and is not applicable to this waiver.
- 5. Employees with appointments of less than 50 percent time must pay the Student Medical Benefit fees and will be eligible for that service. However, a refund of this fee will be extended to the employees if proof of duplicate medical coverage is provided to the Administrative Director of the Student Health Programs or his/her designee. Similarly, a refund is authorized for those employees precluded from use of the Student Health Program by unusual or extreme geographic conditions (4 Policies B.12).
- 6. Employees should initiate registration with their appropriate collegiate unit. Registrants who are eligible for a tuition remission are advised to register as early as possible.
- 7. Employees shall be eligible for a waiver provided they are employed at any time during the semester. Employee Records will verify the employee's appointment and enter the waiver into the computer system.

More information about tuition waivers can be found here, <a href="https://policies.siu.edu/personnel-policies/chapter8/tuition-waiver-employees.php">https://policies.siu.edu/personnel-policies/chapter8/tuition-waiver-employees.php</a>

#### ADVANCE REGISTRATION

Staff members may obtain an "Application for Tuition Waiver" form from Employee Records in Human Resources, via the Human Resources' homepage at <a href="http://hr.siu.edu/forms/index.php">http://hr.siu.edu/forms/index.php</a> or at Graduate Registration on the third floor of the Student Services Building or via E-Forms webpage at <a href="http://eforms.siu.edu/">http://eforms.siu.edu/</a>. The form must be completed and emailed to <a href="http://eforms.siu.edu/">hrtuitionwaivers@siu.edu</a> for verification of employment and processing. Registrations processed during the advance registration period will be subject to cancellation only if the staff member is billed for amounts other than tuition on the July, December or May statement of account. Normally, registrations processed in this time frame will not be cancelled. If you advance register and subsequently decide not to attend, you must withdraw for the term or you will receive a failing grade!

### REGISTRATION AFTER ADVANCE REGISTRATION HAS ENDED

Past due amounts must be prepaid at the Bursar before registration will be processed. Staff members must complete an "Application for Tuition Waiver" form and send it to Employee Records for processing.

\*\* **Please note --**The application deadline for tuition waivers for each academic year is July 30th. (Example: The deadline for Fall 2023, and Spring 2024 and Summer 2024 waivers would be July 30, 2024.)