

Important Information about Tuition Waivers:

Employee Records enters tuition waivers in the Bursar's Student Information System (Banner) as they are received. However, Banner requires two additional processing steps before the waiver credit is actually applied to your Bursar account.

- First, any waivers entered during the week are transferred to the Bursar system during the weekend process. This is only done once per week.
- Second, **waiver credits are not scheduled to post to your account until approximately 10 days before each semester begins.** It is only at this time that your accounts will reflect the waiver credit.

Your Bursar bill will not reflect the tuition waiver credit until after these processes are complete (even if you have submitted your waiver application and it has been entered in Banner).

Application for Tuition Waiver For Dependent of Deceased SIU Employee Southern Illinois University Carbondale

Semester _____ Year _____

Name _____
Last
First
Middle
Dawg Tag No.

Birthdate: _____

Are you currently employed by SIU?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, in what capacity?	<input type="checkbox"/> Student	<input type="checkbox"/> AP
	<input type="checkbox"/> Faculty	<input type="checkbox"/> Civil Service

Name of Deceased Employee _____				
	Last	First	Middle	AIS/Emp #
Employment Status at Date of Death	<input type="checkbox"/> Active	<input type="checkbox"/> Retired	<input type="checkbox"/> Disability	
Date of Death _____				

STATEMENT OF DRAFT COMPLIANCE

I certify that I am:

Not required to be registered with the Selective Service because (**check (x) one** of the following)

- I am female
- I am in the Armed Services on active duty. (NOTE: Does not apply to members of the Reserves and National Guard who are not on active duty.)
- I have not reached my 18th birthday.
- I was born before 1960.
- I am a resident of the Federated States of Micronesia, or the Marshall Islands or a permanent resident of the Trust Territory of the Pacific Islands (Palau).
- I am an international student (applicable only to State of Illinois funded programs).

OR I am registered with Selective Service.

I declare under penalty of perjury under the United States of America that the foregoing statement is true and correct. I further declare that the application of this waiver serves as both official notification (unless denied) and my acceptance of this waiver. As a recipient of a tuition waiver award from Southern Illinois University, I understand that the University has the legal authority to release my name and address, the name of my former high school or college, the name of my award, and the award amount. This release is valid for the period of time the tuition waiver is in effect. The refusal to accept this agreement will result in a forfeit of the waiver.

Signature of Dependent _____ Date _____

FOR EMPLOYEE RECORDS USE ONLY		Date Form Received: _____
Eligibility Verified by: _____		Date: _____
Function #: _____	Code: _____	\$: _____
Draft: _____	Awarded By: _____	Date: _____

Return to HR Employee Records via Fax, 618-453-2038 or email to: hrtuitionwaivers@siu.edu

**Application for Tuition Waiver
For Dependent of Deceased SIU Employee
Southern Illinois University Carbondale**

1. Surviving spouses and dependent children of deceased SIUC employees shall be eligible for educational assistance in the form of tuition waivers. Provided that such dependents meet admission requirements, they shall be eligible to enroll in credit courses and in undergraduate, graduate or professional degree granting programs and receive tuition waivers for a period not to exceed eight semester of registration, subject, in the case of dependent children, to the limitation noted in paragraph 5 below.
2. For the purpose of this policy, a “deceased University employee” shall be defined as one who at the time of death was in active pay status, in retirement status, or in disability status and who had served the University for at least 5 years in a full-time capacity.
3. In order to be eligible for a tuition waiver, children must be natural born or adopted children or the natural born or adopted children of a spouse who were considered dependents of the deceased employee for Federal Income Tax purposes. Foster children who were supported by and lived in the home of the deceased employee for at least five years and were considered dependents for Federal Income Tax purposes are also eligible.
4. Spouses and children shall not be eligible for the tuition waiver if they are employed by the University in any capacity other than as student employees or are receiving aid under any educational grant, aid program, fellowship, or scholarship providing tuition reimbursement.
5. Children as defined shall not be eligible for participation in the tuition waiver program if they have passed the age of twenty-two at the time of death of the employee unless they are enrolled in the University at the time of such death. Eligibility of dependent children shall terminate at the age of twenty-eight.

**** Please note--**The application deadline for tuition waivers for each academic year is August 31. (Example: The deadline for Fall 2007, Spring 2008 and Summer 2008 waivers would be August 31, 2008.)