

EMPLOYEE TUITION EXEMPTION REQUEST**I. Employee Application***(Please Print)*

Name: _____

G# _____

Department _____

Work Phone Number _____

<input type="checkbox"/> Full-time Faculty	<input type="checkbox"/> FT Classified	<input type="checkbox"/> Wage (WG) If you are a wage employee, you must include a copy of your most recent Leave Balance summary from Patriot Web (https://patriotweb.gmu.edu/) indicating that you have a current WGTW balance of 500+ hours.
<input type="checkbox"/> Part-time Faculty/Adjunct	<input type="checkbox"/> PT Classified	

Please note the following conditions for tuition exemption (see also reverse):

- Only full-time and part-time faculty and staff, as well as non-student wage employees (who have a **WGTW** balance of 500+ hours), are eligible to apply for an employee tuition exemption. Students and Graduate Assistants are not eligible for an employee tuition exemption under this policy.
- To participate in the employee tuition exemption program, faculty and staff must have been employed *on or before the start of classes* – an employee tuition exemption is not available retroactively.
- Full-time faculty & classified personnel are eligible for a maximum of **6 credit hours per semester**. A maximum of **12 credit hours per academic year**. Other limits may apply; see **University Policy 2209** for details.
- Part-time faculty & classified personnel are eligible for a maximum of **4 credit hours per semester**. A maximum of **8 credit hours per academic year**. Other limits may apply; see **University Policy 2209** for details.
- The cost of the course is covered at the standard undergraduate or graduate tuition rates.
- An employee tuition exemption is not available for consortium courses.
- The Registrar's Office must have a completed George Mason University [Application for Virginia In-State Tuition Rates](#) on file in order to qualify for the benefit.

I apply for an employee tuition exemption for the following: Semester _____ Year _____

Course Info:

Number of Credits _____ Course Title _____ Course (CRN) # _____

Department _____ Section Number _____ Class Time _____

Year _____ Semester: _____ (If Summer Term indicate session A, B, or C)

I understand that I am responsible for paying the cost of the course if I separate from George Mason University employment during the drop period of said semester or term.

Employee Signature _____ Date _____

II. Departmental Approval – *(Retain copy for departmental records)*

As department head, I verify that this employee is eligible for a(n) tuition exemption under University guidelines and may apply for enrollment in the above course. Furthermore I understand that the department is subject to the cost of the course if it is determined that the employee is not eligible (for example, employee is also a graduate assistant) for an employee tuition exemption.

Name (please print) _____ Title _____

Signature _____ Department Org _____ Date _____

Forward the approved tuition exemption application as follows:

- Original to Student Accounts (Phone: 703-993-2484 Fax: 703-993-2490)

EMPLOYEE TUITION EXEMPTION FACT SHEET

General Information

An employee must submit an application for employee tuition exemption to his or her department head for approval.

- Who's eligible to apply for an employee tuition exemption?
 - Full-time and part-time faculty and staff, as well as non-student wage employees who have a **WGTW** balance of 500+ hours
 - To participate in the tuition exemption program, faculty and staff must have been employed *on or before the start of classes*
 - **Tuition exemption is not available retroactively.**
- Who's **not** eligible to apply for tuition exemption?
 - Students including Graduate Assistants.
 - Employees on leave without pay or with half pay (employees on FMLA are eligible)
 - Family members of employees.
- What are the tuition exemption requirements?

Before submitting a tuition exemption application, the employee must provide George Mason University an "[Application for Virginia In-State Tuition Rates](#)" to be eligible for in-state tuition rates, pursuant to Section 23-7-4 of the *Code of Virginia*.

 - Full-time faculty & classified personnel are eligible for a maximum of **6 credit hours per semester**. A maximum of **12 credit hours per academic year**. Other limits may apply; see **University Policy 2209** for details.
 - Part-time faculty & classified personnel are eligible for a maximum of **4 credit hours per semester**. A maximum of **8 credit hours per academic year**. Other limits may apply; see **University Policy 2209** for details.
 - Whenever feasible classes should be taken during non-working hours; or the employee should use accrued annual, family and personal, compensatory, or holiday leave to account for a 40-hour workweek.
 - Tuition exemption covers only the cost of the course at the standard undergraduate or graduate tuition rates.
- What does tuition exemption **not** cover?
 - Class credit hours which exceed 6 per semester, 12 per academic year, for full-time faculty and classified personnel OR class credit hours which exceed 4 per semester, 8 per academic year, for part-time faculty and classified personnel. In-state/out-of-state tuition rates will be applied over the above mentioned limits.
 - Consortium courses.
 - Special courses; courses that include foreign travel, program-specific fees, textbooks, other special charges; individual lessons; private music lessons; or English language courses.
 - Employee tuition exemption cannot be retroactively applied to previous semesters.

How to Process an Employee Tuition Exemption Form

Employee tuition exemption forms must be submitted in accordance with George Mason University registration deadlines and during the semester of enrollment.

- Obtain a tuition exemption application from your department or from the Human Resources and Payroll Web site at <http://hr.gmu.edu/>.
- Complete a separate Employee Tuition Exemption Form for each course to be waived.
- Submit the completed form to your department head for approval. If you are a wage employee, you must include a copy of your most recent Leave Balance summary from Patriot Web (<https://patriotweb.gmu.edu/>) indicating that you have a current **WGTW** balance of 500+ hours. Your department head should retain a copy for departmental records.
- Submit the approved form to Student Accounts after registering for the course but prior to the payment due date for that registration; retain a copy for your records.

For employee tuition exemption information – e-mail Human Resources & Payroll at hr@gmu.edu or call 703-993-2600.

For Admissions information – visit <http://admissions.gmu.edu/default.asp>

For Student Accounts information – visit <http://studentaccounts.gmu.edu/>

For Registration information – visit <http://registrar.gmu.edu/>