



EMPLOYEE TUITION EXEMPTION REQUEST

I. Employee Information

G#:
 Name:
 Department:
 Work Phone Number:

<u>Check One</u>	<u>Class of Employee</u>
	Full-time faculty
	Part-time faculty
	Full-time classified staff
	Part-time classified staff
	Adjunct faculty
	Non-Student Wage Employees

Please note the following conditions for tuition exemption:

- 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.
- To participate in the employee tuition exemption program, employees must have been employed *on or before the start of classes* – an employee tuition exemption is not available retroactively.
- The cost of the course is covered at the standard undergraduate or graduate tuition rates.

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)

By signing this form, I agree to the terms and conditions outlined in University Policy 2209 Employee Tuition Exemption Benefit.

Employee Signature: _____ Date: _____

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

The department verifies 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.

Department Org: _____

Supervisor Name: _____ Title: _____

Signature: _____ Date: _____

Department Head Name: _____ Title: _____

Signature: _____ Date: _____

III. Procedures

The Office of Student Accounts maintains procedures related to administration of this policy.

As part of those procedures:

- (1) Employees must complete an Employee Tuition Exemption Request. **Please Note:** The form must be signed by the employees supervisor and routed to the **Student Accounts Office, MSN 2E2**, as soon as practicable after the employee has registered for class(es), but prior to the payment due date for that registration (see the Student Accounts Office website for payment deadlines). Failure to complete the exemption request in a timely manner may result in late payment penalties to the employee.
- (2) Student Accounts will verify eligibility and process the exemption request. Once approved, the employee's student account on Patriot Web (<https://patriotweb.gmu.edu/>) will reflect a zero balance for exempt coursework.

In addition, Employees may be asked to complete an "Application for Virginia In-state Tuition Rates," pursuant to Section 23-7-4 of the *Code of Virginia*.