



4400 University Drive, MS 2E2, Fairfax, Virginia 22030  
Phone: 703-993-2484; Fax: 703-993-2490

## MERCATUS CENTER

# AFFILIATE EMPLOYEE TUITION EXEMPTION REQUEST

**Note: Completed forms must be sent to Student Accounts Office, MSN 2E2 or faxed to 703-993-2490**

### I. Employee Information

G#: \_\_\_\_\_  
Department \_\_\_\_\_

Name: \_\_\_\_\_  
Work Phone Number \_\_\_\_\_

#### Please note the following conditions for tuition exemption:

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

I apply for an affiliate employee tuition exemption for the following: Semester \_\_\_\_\_ Year \_\_\_\_\_

#### Course Info:

Number of Credits \_\_\_\_\_ Course Title \_\_\_\_\_ Course (CRN) # \_\_\_\_\_  
Department \_\_\_\_\_ Section Number \_\_\_\_\_ Class Days/Time \_\_\_\_\_

**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 tuition exemption under the Memorandum of Understanding between the Mercatus Center and George Mason University.

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:

- Mercatus Center employees must complete an Employee Tuition Exemption Request. **Please Note:** The form must be signed by the employee’s 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.
- 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, affiliate 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*.