1. Mercatus employee registers for the semester.
2. Obtain the appropriate departmental signature(s) as soon as practicable after registration but prior to the payment due date for that registration (see the Student Accounts Office website for payment deadlines).
3. Submit the form to the Student Accounts Office (MSN 2E2 or fax to 703-993-2490) for processing.
4. 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.

NOTES:

1. Affiliate employee exemptions are limited by the criteria in University Policy 2209: http://universitypolicy.gmu.edu/policies/employee-tuition-exemption-benefit/
2. Failure to complete the exemption request in a timely manner may result in late payment penalties.
3. 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.
4. Questions on the application process should be directed to the Mason Admissions Office, 703-933-2400.