Tuition Waiver Form

All full-time and part-time administrators, faculty, and staff of Lewis University, their spouses, and dependent children are eligible for the University's tuition benefits as set forth in the current Human Resources Policy Manual and in the faculty handbooks of each college. Recipients of the tuition benefit are responsible to adhere to the policies published in the HR Policy Manual, Faculty handbooks, and the financial information in the Schedule Book.

Tuition Benefits may not be granted to those eligible students who do not make timely application for financial aid each year. The Free Application for Federal Student Aid (FAFSA) is completed at *fafsa.gov*. Recipients must maintain Satisfactory Academic Progress in order to maintain eligibility for tuition benefits.

A Tuition Waiver Form is completed once a year for the Academic Year and should be completed as soon as possible after registering for the first semester in the Academic Year.

1 ***Student's Name***	2 ***Student's Lewis University ID Number***
3 ***Apply Waiver to Academic Year: _____*** ***Semester(s) Enrolled:*** *Check all semesters that you will be enrolled.* ☐ FALL ☐ SPRING ☐ SUMMER	4 ***Mark the Appropriate Boxes*** ☐ UNDERGRADUATE ☐ GRADUATE *Are you degree seeking?* ☐ YES ☐ NO
5 ***Employee's Name*** ***Date of Hire***	6 ***Department/College***
7 *Check one:* ☐ SELF ☐ DEPENDENT ☐ SPOUSE ☐ OTHER	

I hereby signify my understanding of the University's policy on tuition benefits. I understand that I must be employed and be eligible on the first day through the last day of the semester to receive benefits. I understand that if my above verified employment status changes or ceases (except in the case of lay-off) the benefits will be prorated to the date employment ends and I must notify the Lewis University Bursar Office within five business days; failure to comply will result in an account hold and elimination of any discounts (current or future).

8 ***Employee's Signature*** ***Date***	9 ***Department Head's Signature**** ***Date***

** Department head's signature only needed for employees taking classes.*

Human Resource Confirmation	*Financial Aid Confirmation*