

Date Hired:	
Program:	
Date Received:	

## Morgan State University Tuition Waiver Application

Employee's Name:		SS #:	
Address:		Day Phone #:	
		Evening Phone #:	
Student's Name:		SS #:	
Student's Academic Major:		Student's Date of Birth:	
Qualifying Status (Check One)		Status of Student (Check One)	
Student's Classification (Check Two)		Semester (Check One)	
<input type="checkbox"/> Faculty	<input type="checkbox"/> Self	<input type="checkbox"/> Undergraduate <b>OR</b>	<input type="checkbox"/> Fall, 20
<input type="checkbox"/> Staff	<input type="checkbox"/> Spouse	<input type="checkbox"/> Graduate	<input type="checkbox"/> Spring, 20
<input type="checkbox"/> Retiree	<input type="checkbox"/> Dependent Child*	<input type="checkbox"/> Full-Time <b>OR</b>	<input type="checkbox"/> Summer #1, 20
<input type="checkbox"/> Military	* See Reverse Side	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Summer #2, 20
Deceased Employee Month / Day / Year _____			

Attending Institution:  Morgan State University       St. Mary's College  
 University of MD System:       Baltimore City Community College  
Name of College/University \_\_\_\_\_

Course #	Course Title	Days	Time	Credits
<b>Total Credits:</b>				

**Employees, who enroll in classes during the duty day, other than during the normal lunch period, must have the approval of the area vice president. An Approval for Schedule Adjustment form, which can be obtained from the Human Resources Office, is used for this purpose. All approved work schedule adjustments must be documented accurately on the employee time sheet.**

I hereby certify that the above information is accurate:

Employee's Signature _____		Date _____	
Dean/Director's Signature _____	Date _____	Area Vice President's Signature _____	Date _____
Summer Session Approval _____		Director of Continuing Studies _____	Date _____
Employment Status Verification _____		Director of Human Resources _____	Date _____

## Morgan State University Tuition Waiver Policy

Morgan State University provides a tuition waiver benefit of a maximum of eight (8) credit hours per semester for full-time employees and four (4) credit hours for permanent part-time employees. **Tuition waiver for spouses and dependent children of full-time employees whose period of employment began on or after 7/1/92 shall be available only after the employee has been in the University service for two years prior to the anticipated date of registration for course work. (All courses are provided on a space available basis.)** In addition, the immediate family (spouse or dependent child) is also eligible for tuition waiver benefits as a full-time or part-time student.

Individuals **excluded** from tuition waiver benefits are:

1. A child who receives less than one-half of his/her support from a parent.
2. Relatives other than the employee's spouse or dependent child. (A "dependent child" is a child (son, daughter, stepson, stepdaughter, legally adopted son and legally adopted daughter) who meets the criteria of being "financially dependent" under regulations of the Internal Revenue Service.)

Individuals who defaulted on federal or guaranteed loans may not be eligible to receive this benefit.

### **Step- by- Step Procedures:**

**Step 1:** Undergraduate registration materials can be obtained from the Office of Records and Registration. Graduate registration materials can be obtained from the Graduate School Office.

**Step 2:** Obtain and complete the tuition waiver application form. Employees must have their department director's approval. **For the summer session only, all courses must be approved by the Center for Continuing Studies before obtaining the Director of Human Resource's signature.** (If employees or their eligible dependents are attending an USM institution, the employee's department director's signature is required.)

**Step 3:** Return the application to the Human Resources Office for verification of employment and the Director of Human Resources' signature.

**Step 4:** Fees for regular permanent employees and their eligible dependent(s) are paid in the Bursar's Office. Copies of the completed tuition waiver application are distributed to the Bursar's Office, Registrar's Office and the employee/dependent. Graduate students must turn in the Registrar's Copy of the tuition waiver form to the Graduate School Office.

**Note: Any schedule changes or cancellation of any classes must be reported to the Office of Human Resources immediately. A tuition waiver must be completed for each semester. The University reserves the right to cancel a course if the tuition fees do not cover the full cost of the course.**

For a spouse or dependent child, the amount of the tuition benefit will be noted on the paycheck stub of the employee and may be taxed if the spouse or dependent child is taking graduate courses.