

Date Hired:	
Program:	
Date Received:	

## **Morgan State University** **Contractual Employee Tuition Waiver Application**

<b>Employee's Name:</b>		<b>ID #:</b>	
<b>Address:</b>		<b>Day Phone #:</b>	
		<b>Evening Phone #:</b>	
<b>Employee's Academic Major:</b>		<b>Employee's Location:</b>	
<b>Qualifying Status (check one):</b>		<b>Faculty</b>	<b>Staff</b>
<b>Employee's Classification (check one):</b>		<b>Undergraduate</b>	<b>Graduate</b>
<b>Semester (check one):</b>			
Fall, 20 _____	Spring, 20 _____	Summer #1, 20 _____	Summer #2, 20 _____

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 Contractual Employee Tuition Waiver Policy**

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Morgan State University provides a tuition waiver benefit of a maximum of eight (8) credit hours per semester for full-time contractual employees. Tuition waiver is for eight (8) credits only for the two summer sessions. **Spouses and dependent children are not eligible for the benefit.**

All courses are provided on a space available basis at MSU only.

Part-time contractual employees are excluded from the tuition waiver benefits.

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. Contractual 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.**

**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 contractual employees are paid in the Bursar's Office. Copies of the completed tuition waiver application are distributed to the Bursar's Office. 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.**

\*This new benefit program commenced at the start of the fall 2011 semester and is available for the next two (2) years with an end date of August 1, 2013.