

GONZAGA UNIVERSITY

Tuition Waiver Request

Please complete the top portion of this form and forward to the Benefits Office, AD Box #80, per the deadline published in the Announcement of Course Offerings. **A SEPARATE FORM IS REQUIRED FOR EACH SEMESTER\ SESSION.**

Employee/Faculty Member: _____ ID# _____

Hire date (month/year): _____ Current Employment Status (circle one) : F/T or P/T

Home Address (complete billing address): _____

Name of Student: _____ Student's ID#: _____

Student is: Self Spouse Child* (Birth date): _____

* Is Child IRS dependent for the tax year that he/she is receiving this benefit? YES NO (taxable)

Please check the appropriate box in each column below:

Employee's Classification:	Level of Course work:	Semester/Session & Year:	Student's Admit Status:
<input type="checkbox"/> Regular/Visiting Faculty	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Fall _____	<input type="checkbox"/> Matriculated
<input type="checkbox"/> Admin. or Prof.	<input type="checkbox"/> Graduate (taxable*)	<input type="checkbox"/> Spring _____	<input type="checkbox"/> Non-matriculated
<input type="checkbox"/> Staff	<input type="checkbox"/> Doctoral (taxable*)	<input type="checkbox"/> Summer I _____	
<input type="checkbox"/> ROTC	<input type="checkbox"/> Law (taxable*)	<input type="checkbox"/> Summer II _____	
<input type="checkbox"/> Retiree		<input type="checkbox"/> Full Summer _____	

* Benefit for employee is taxable when value is greater than \$5,250 per year and fully taxable for spouse waivers.

I certify that my request is in compliance with the Tuition Waiver Policy, and I have provided accurate information regarding my child's IRS dependency status (if applicable).

Employee/Faculty Member's Signature

Date

Administrative, Professional, and Staff members must have supervisory approval to attend class during regularly scheduled working hours.

Supervisor's Signature

Date

Note: As noted in the tuition waiver policy and included on the reverse side, the waiver is applied to tuition charges only. All related fees (Student Activity fee, course fees, labs, etc) and book charges are the responsibility of the student.

BENEFITS OFFICE USE ONLY

% of waiver _____ Exclusion: Graduate Doctoral Law None

TAXABLE TAXABLE if over \$5250 per year NON-TAXABLE

Approval

Date

TUITION WAIVER ELIGIBILITY SUMMARY

EMPLOYEES: Regular employees (Faculty, Administrative, Professional, Staff) are eligible to receive tuition waivers effective the semester following their hire date, as follows:

- Full-time employees are eligible for 100% tuition waiver. Part-time employees (non-faculty - 20-31 hrs/wk; regular faculty - 50% to 74% contract) are eligible for 50% tuition waiver.
- Tuition waiver is available for undergraduate; graduate; and doctoral courses (space available basis). Tuition waiver is not available for Law School courses.

Grandfather provisions: Faculty hired before November 1, 1996: regular faculty are eligible for law courses; adjunct faculty teaching more than six hours are eligible for 100% tuition waiver, those teaching less than six hours are eligible for 50% (excluding law & doctoral).

- Staff, professional, and administrative employees are limited to one course during regularly scheduled working hours per semester. Regular working hours include lunch and break periods. Employees are expected to work their full regular scheduled hours per week in addition to class attendance. Supervisory approval is required for enrollment. Supervisors consider the needs of the department when determining whether to permit an employee to enroll in a course during working hours.

SPOUSE AND DEPENDENT CHILDREN: Legal spouses and dependent children of full-time employees are eligible for tuition waivers based on the employees' completed years of service, before the beginning of the semester, as follows: 0 to 1 year - 0%, 1 to 3 years - 50%, 3 to 5 years - 75%, 5 or more years - 100%.

Grandfather provisions: Employees hired before November 1, 1996: spouse and dependent children are eligible for 100% tuition waiver.

- Spouse tuition waivers are for one Gonzaga University degree, either undergraduate or graduate courses (excluding doctoral and law).

Grandfather provisions: Employees hired before November 1, 1996: faculty spouses are eligible for graduate, doctoral, and law courses; administrative/professional spouses are eligible for undergraduate and graduate courses (excluding doctoral and law).

- Dependent children tuition waivers are for undergraduate courses only.
- Dependent children are defined as natural born, adopted, or step-children under the age of 26. Children must be financially dependent upon the employee and meet the definition of dependent outlined by the Internal Revenue Service. The University reserves the right to require proof of dependency.

Grandfather provisions: Employees hired before November 1, 1996: dependent children do not have to be an IRS dependent, although the tuition waivers are then deemed taxable.

- Tuition waiver is limited to one non-matriculated course per semester.

Grandfather provisions: Employees hired before November 1, 1996: no limit on non-matriculated courses.

ROTC PERSONNEL: ROTC personnel may participate in the University's Tuition Waiver Program on the same basis as University employees. However, all available federal tuition assistance should be used to reduce the amount of such waivers. Special guidelines exist for ROTC personnel; each case should be referred to the Benefits Manager in Human Resources.

FEES: This policy is applied to tuition only; all related fees (Student Activity Fees, course fees, labs, etc.) and book charges are the responsibility of the student.