



Saint Joseph's College Tuition Waiver Request Form

Employee name _____

Student name _____

Waiver is for Self _____ Spouse _____ Unmarried dependent child _____

Student status New _____ Returning _____

 Full-time _____ Part-time _____

Academic year _____ Fall _____ Spr _____ Sum I _____ Sum II _____ Special _____

Class Fr _____ So _____ Jr _____ Sr _____ Special _____

Degree Seeking _____ Non-degree Seeking _____

Credit hours attempting with this waiver request _____

For Credit _____ Audit _____ Non-credit _____ Job required _____

School Attending SJC _____ STE _____ CIC _____ TEP _____

Employees only: Saint Joseph's College employees taking classes under the tuition waiver benefit will be required to make up any time missed from work by a) working alternate hours; b) using vacation time for hours missed, or c) arranging for a 'Leave of Absence for Further Education or Training'.

Number of hours away from work each week _____

Time missed will be recorded as: Alternate Hours _____ Vacation _____ Leave of Absence _____

Approved _____ Date _____
(if applicable) *Supervisor*

All new students, and all degree-seeking students taking more than 5 credit hours per semester, must file for financial aid (FAFSA). In order to be considered having applied on time, your application must be received by the Federal Processor by March 10. Those who file late will only be considered for waiver of up to a maximum of 11 credit hours per semester. Those who do not file at all will only be considered for waiver of 5 credit hours per semester. New students must also be accepted by Admissions. Returning, degree-seeking students must also file for financial aid (FAFSA) and have their application received by the Federal Processor by March 10 each year unless, due to ineligibility, other arrangements are made with the Financial Aid Office.

Waiver applications for full-time students should be returned to Human Resources by March 31 each year. Part-time students (5 credit hours or less) may return the waiver application anytime prior to the first day of classes each semester. You will be notified by Human Resources when this waiver is approved. The Business Office will send you a statement for any applicable fees, room and board charges, etc. that are not included in this waiver.

Signed (employee) _____ Date _____

Eligible _____ Date _____
Human Resources

FAFSA _____ Date _____
Financial Aid

Accepted _____ Date _____
Admissions