



TUITION WAIVER REQUEST FORM

Name of the individual for whom the waiver is intended: _____

Relationship to employee: _____

Semester or year that the waiver is requested: _____

(Only one form needs to be filled out at the beginning of each academic year.)

Employee Signature: _____

Signature of supervisor: _____

(Only needed if the employee is taking a class.)

Approval of Human Resources Office: _____

Approval of Financial Aid Office: _____

Waivers are granted based upon the policy found in the Ohio Valley University Employee Handbook, Section 14.

Please return to the Financial Aid Office after completion.

For Office Use Only

Current Employee: (Yes) (No)

Meets Age Requirements: (Yes) (No)

Credit Hours Taken: Fall _____ Spring _____ Other _____

Amount of Faculty/Staff Benefit: Fall _____ Spring _____ Other _____



TUITION WAIVER POLICY

The university provides a tuition waiver plan for employees, their spouses and their children taking undergraduate classes at Ohio Valley University. The following stipulations apply:

1. Full-time employees and part-time faculty may enroll in one course each semester during the normal work day with the permission of their supervisor.
2. All employees must complete the Free Application for Federal Student Aid (FAFSA) each academic year to receive a tuition waiver. Also, the employee must complete a request form and return it to the Office of Human Resources.
3. To be eligible for a tuition waiver, children of employees must be under the age of 26.
4. The tuition waiver may be applied to a maximum of sixteen hours per semester (i.e., fall and spring terms).
5. The tuition waiver may be applied to a maximum of one course per term during shortened academic sessions (i.e., summer sessions).
6. For dependents of full-time employees hired after July 1, 2013, additional institutional scholarships may be used to offset the cost of the general fee and half the cost of a semi-private dormitory room. For those hired before July 1, 2013, additional institutional scholarships may be used to offset the cost of the general fee and a semi-private dormitory room. As with all institutionally-funded awards, tuition waiver benefits are subject to the Ohio Valley University Direct Cost Refund Policy.
7. Part-time faculty members receive a tuition waiver for their spouses or children in the same ratio as their teaching load is to fifteen hours.
8. Part-time staff members receive a tuition waiver in the same ratio as their hours per week are to forty.
9. Courses taken by independent study may be covered by a tuition waiver only with the permission of the vice-president for academic affairs.
10. The tuition waiver program is available to current university employees and does not accrue for use after retirement, resignation, or termination.
11. The tuition waiver may not be applied to any courses that are repeated to earn a higher grade or to courses for which a grade of withdrawal has been received.
12. The tuition waiver available to a family cannot be doubled when more than one member of the family works for the university.
13. The tuition waiver may be applied only to courses taken at Ohio Valley University and not to courses taken in cooperative programs with other colleges or universities.



14. As stipulated in the university's academic catalog, students on academic suspension will not be eligible for a tuition waiver for courses taken during a period of suspension.

The following definitions apply for the purposes of interpreting the tuition waiver policy:

1. A full-time employee is a faculty member who works at least a nine-month contract or a staff member who works forty (40) hours per week for the entire twelve-month period of a fiscal year.
2. Part-time faculty includes those hired at three-quarter time, one-half time, or as adjuncts.
3. A part-time staff member is one who is expected to work fewer than forty (40) hours per week for the entire twelve-month period of a fiscal year.

Ohio Valley University Employee Handbook, Section 14.11 Tuition Waiver, July 2013 Update