



## EMPLOYEE TUITION WAIVER

Name  HT ID  Date

The Tuition Waiver Application must be completed and submitted to the Office of Human Resources for each semester, session, or term in which the waiver is requested. Applications must be submitted no later than fourteen (14) calendar days after the final day to add a course for the term. Failure to submit the application within this timeframe may result in denial of the waiver. Additionally, employees who utilize the tuition waiver will incur a two-year employment obligation following the end of each semester in which the waiver is used.

**The employee must:**

- (1) have the approval of both his/her supervisor and unit head;
- (2) meet all criteria for admission to Huston-Tillotson University;
- (3) enroll in courses which do not conflict with the employee's work schedule and/or responsibilities;
- (4) pay all fees other than tuition (application, general, laboratory, late registration, etc)
- (5) must have minimum of 2.0 cumulative GPA (undergraduate) or 3.0 cumulative GPA (graduate/post-baccalaureate);
- (6) have been employed full-time by the University for at least one year

**Year, Location, Term, and Course Level for which requesting waiver**

Year 
 Traditional  Fall  Spring  Summer  Undergraduate  
 ADP  Fall I  Spring I  Summer I  Graduate  
 Online  Fall II  Spring II  Summer II

List all courses to be taken under Tuition Waiver (up to 6 credit hours per semester for Undergraduate, 12 credit hours per semester for Graduate)

Course Title		Num/Sec		Credit Hours		Day/Time	
Course Title		Num/Sec		Credit Hours		Day/Time	

All Students Requesting Tuition Waiver Must First Apply for Financial Assistance.

FASFSFA Completed?  Yes  No

I verify that all information on this application for waiver of tuition is accurate and correct.

1. Employee Requesting Waiver		Date	
2. Supervisor		Date	
3. Unit Vice President		Date	
4. Financial Aid		Date	
4. Tuition Waiver Amount	\$	Date	
5. Student Accounts		Date	
6. Human Resources		Date	