



# Employee Application for Tuition Waiver

Eligible CSI employees, spouses, and their eligible children may enroll in credited courses on a space available basis. This application needs to be completed only once and must be signed by the employee and each dependent listed.

This exemption and its requirements extend to Retirees and their spouses. Children of retirees may register for credit classes without paying tuition associated with credits as long as the child meets the following criteria:

- Under age 19 at the end of the year or
- A full-time student under age 24 at the end of the year for at least five (5) months of the year or
- Permanently and totally disabled at any time of the year

This does not apply to any non-credit or continuing education program or class. Special course charges, such as activity and lab fees, must be paid by the due date for the term in which the student is enrolled. **Late fees will apply for any course fees not paid or applications not received by the due date.**

It is the responsibility of the employee/student to: 1) complete this form in its entirety; 2) have the form approved by Human Resources; 3) turn in to the Business Office.

PRINT

Employee/Retiree Name \_\_\_\_\_ Employee ID# \_\_\_\_\_

Retiree  Yes  No

PRINT

Student Name	Student ID#	Relationship (Self, Spouse, Child)	Student Signature	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I certify the student(s) listed above is/are eligible for Tuition Exemption.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### Human Resource verification of employment and eligibility

\_\_\_\_\_  
HR Approval (Signature)

\_\_\_\_\_  
Date