



## TUITION WAIVER APPROVAL

A new waiver form is required per eligible student for EACH TERM approval is requested.

**RETURN FORM TO:**  
**Human Resources**  
**Colonial Hall, 310**  
**or HR@moravian.edu**

**Benefits-eligible individuals:** You MUST print, sign, and forward this form to HR (or to the Associate Provost for Adjunct grants) in order to be eligible for tuition benefits. An employee who has completed the form for an initial registration but who wishes to either add courses or to replace the initial course(s) with a different course(s) must complete a new form.

EMPLOYEE NAME:			
EMPLOYEE CONTACT NUMBER:			
EMPLOYEE POSITION/TITLE:			
STUDENT NAME & ID NUMBER (IF NOT EMPLOYEE):			
RELATIONSHIP TO EMPLOYEE:	<input type="checkbox"/> Self	<input type="checkbox"/> Spouse/ Domestic Partner	<input type="checkbox"/> Dependent Child
MORAVIAN COLLEGE EMPLOYEE STATUS:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time*	<input type="checkbox"/> Intern <input type="checkbox"/> Retired/ Emeriti

\* Non-Moravian College employer paid education benefits precede Moravian's tuition benefit. Moravian College will cover eligible employee's remaining tuition cost. If you receive non-Moravian College employer paid education benefits, please provide employer name: \_\_\_\_\_

### TUITION REMISSION OVERVIEW

- **Academic Progress** is tracked by the Office of the Provost. To receive tuition benefits, the student must maintain a GPA of 2.0 for undergraduate courses and/or 3.0 for graduate courses. **Adjunct tuition grants are processed by the Associate Provost.**
- **Part-time coaches & interns:** In most cases, tuition remission is limited to four (4) undergraduate and/or graduate courses or six (6) seminary credits *per academic year, including winter and summer terms (May term included in summer term).*
- **All other exemptions including, but not limited to, adjunct and artist lecturer/seminary/spouse/dependent info:** Please refer to the EDUCATIONAL BENEFITS POLICY listed here: [www.moravian.edu/policy](http://www.moravian.edu/policy).

### COURSE ENROLLMENT INFORMATION

CALENDAR YEAR & TERM:	Year 20 ____ <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <i>(May term included in Summer term)</i>
PROGRAM:	
DIVISION OF MC ENROLLING IN:	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate Studies** <input type="checkbox"/> Certificate/Post Baccalaureate** <input type="checkbox"/> Seminary** <input type="checkbox"/> Doctoral Program**

\*\*Tuition values are treated as TAXABLE income *after \$5,250 each year.*

### LIST SPECIFIC COURSE TITLE, SESSION, COURSE NUMBER, SECTION, DAY(S)/TIME, AND CREDITS:

*Course registration is handled separately through the Registrar's Office.*

Course Title	Session	Course Number	Section	Day(s)/Time	Credits

*I certify that the above information is correct. I also certify that if the benefit is for my naturally born or legally adopted child, or is a step child or another child for which I have legal custody, that he or she is financially dependent on his or her parent(s) based on the federal dependency criteria utilized by the Financial Aid Office. I understand that I may be required to apply for financial aid through the Financial Aid Office. I further recognize that the tuition policy is subject to change and certain courses and fees may fall outside the policy. I understand that any misrepresentations will be grounds for withdrawal of this benefit. Finally, with my signature I confirm that I have reviewed the current policy located at the link above.*

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**TO BE COMPLETED BY THE HR OR PROVOST'S OFFICE ONLY:** Eligibility Date: \_\_\_\_\_

Approved\*\*\*  Denied Reason: \_\_\_\_\_ \*\*\*Approval assumes academic progress

Undergraduate  Graduate Studies  Certificate/Post Baccalaureate  Seminary  Adjunct Grant

Support Staff  Administration  Faculty  Coach  Intern  Adj. Faculty/Art Lec.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ **ACADEMIC PROGRESS MAINTAINED:** Office of the Provost: \_\_\_\_\_