

Eligibility Requirements for Employee Tuition Waiver-Undergraduate Level

Beginning Fall 2008 tuition waivers at West Virginia University Parkersburg will be limited to a dollar amount budgeted each year by the Institution.

Approximately half of the allowable dollar amount set for waivers will be awarded each semester (Fall and Spring). Waivers will only be granted for summer sessions, if there is money left in the budget after Fall and Spring awards.

1. Employees desiring to qualify for tuition waiver must complete a FAFSA application* for student financial aid programs (excluding student loans). Qualifying for student financial aid or failure to complete an application will limit or void access to the employee tuition waiver program.
2. Employee Tuition waiver must be used for undergraduate course work to be limited to up to 6 (six) hours per semester (base tuition) at the in-state rate for a lifetime maximum of 144 hours (attempted). Employees entering the program in August 2008 or after, will have current attempted hours counted toward lifetime maximum.
3. Employee tuition waiver applications are day stamped and awarding of waivers will be based on first come, first serve for job enhancement classes or degree/certificate completion including portfolio requirements. Personal growth programs should be submitted through Staff Development or Faculty Development programs.
4. Employee must have the endorsement of supervisor, dean or director if course is scheduled during employee's regular working hours or if the course is being taken for job enhancement. It is the employee's responsibility to obtain the approval.
5. Employee is ineligible for one semester if he/she:
Fails a course, withdraws after class starts or receives an incomplete for any class covered by tuition waiver award.
6. Employee must have or maintain a 2.0 cumulative grade point average (GPA) to be awarded, be benefits eligible and have been employed for over six months.
7. A Tuition Waiver Application with advising grade transcript attached must be completed each semester. Questions about completion of the Request Form should be directed to Student Financial Aid 424-8210. An incomplete application will be returned to the applicant.
8. At no time will tuition waiver awards be used to cover books, lab fees, extra fees or other expenses. **See Employee Scholarship Funds (Staff Council/Foundation), Staff Development or Faculty Development Programs.
10. Applications for tuition waivers received after the deadline date will be returned.

Deadlines:

Fall Semester: June 15

Spring Semester: November 15

Summer Terms: April 15

11. Appeals should be sent to the Financial Aid appeals and Scholarship Committee.
(Tuition Waivers not granted due to budget limits are not open to appeal)

*person may be ineligible due to previous default, etc.

**Scholarship Funds are made available through the Foundation as a result of
A Staff Council program and is subject to the scholarship original guidelines.

Update 10-14-08, 12-3-08

SFA Day Stamp here

Application Request Employee Tuition Waiver

Semester _____ Year _____

PERSONAL INFORMATION

Name _____
WV Resident _____ Out-of-State Resident _____
WVUP ID# _____ SS# _____
Email _____
Home Address _____
Home Phone # _____ Cell# _____
Birth Date _____
Campus Department _____ Work Phone # _____
Benefits eligible employee (of six months or more): Yes _____ No _____

EDUCATIONAL INFORMATION

Are you currently enrolled at WVUP
Yes _____ No _____
Have you applied for tuition waivers previously?
Yes _____ No _____
Have you completed the FAFSA Form? Yes _____ No _____
Are you eligible for any Financial Aid (excluding loans)? Yes _____ No _____

What program or major? _____
I have not dropped a class nor have I received a failing grade for a course covered by
tuition waiver program.
Current Grade Point Average _____ (Refer to #6 in eligibility requirements.)

Is this request for:

Job Enhancement _____ (supported by supervisory signature)
Degree/Certificate Completion _____

Attach the Tuition Bill and advising transcript

EMPLOYEE SCHOLARSHIP FUND

I am a classified or a non-classified employee and desire consideration for the Classified Staff Scholarship program as outlined by WVUP Staff Council and WVUP Foundation. Deadlines are governed by Staff Development Scholarship program.

Detail of request: _____

Books: _____

Fees _____

Other: _____

Any money obtained through book buy back, must be returned to the Scholarship Fund for future distribution.

CERTIFICATION

I certify that the above statements are true and I understand that tuition waivers are granted on first come, first serve basis. I understand this application is not a guarantee of a waiver.

Employee Signature _____ Date _____

APPROVAL FOR RELEASE TIME

Endorsement of this request by the Supervisor, Dean or Director is required if the course(s) is to be taken during the employee's regular working hours. Employees must adhere to the guidelines established by WVU policy on Educational Release Time. Write NA if not applicable.

Signature _____ Date _____

APPROVAL FOR JOB ENHANCEMENT:

I support this employee taking courses for job enhancement.

Signature _____ Date _____

Link for Educational Release Time

http://www.wvu.edu/~adminfin/policies/hr_policies/WVU-HR-62.html

Link Staff Development

http://www.wvup.edu/policies/wvup_personnel_policies.htm

For SFA Use only

Waiver:

Tuition Requested: _____

Tuition Granted: _____

Unable to grant and reason: _____

Hours Attempted YTD: _____

Employee Scholarship Fund Award:

Books: _____ Fees: _____ Other: _____

SFA Employee processing application initials: _____

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