



## Faculty & Staff Tuition Waiver Request

Name: \_\_\_\_\_ MSU ID: \_\_\_\_\_

Department: \_\_\_\_\_ Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: 20\_\_\_\_\_


Faculty  
Staff


FTE (must be .75 or more)  
Credits  
(# carried this term)

⇒ Tuition may be waived, with the approval of the Supervisor and the Director/Dean for permanent University System Employees who are employed at least 3/4 time (FTE .75) during the **entire semester**. This pertains to all Faculty and Staff.

**Please note: Student, temporary, seasonal, or fixed term employees are not eligible to receive this tuition waiver.**

⇒ Employees who utilize this tuition waiver are not eligible for a Dependent Waiver during the same academic term.

⇒ Tuition waivers are granted for the first 6 credits of **residential tuition only**.

⇒ Completed forms **must be returned by the 15th class day** of each semester to the Financial Aid Office. Forms submitted after this date will not be considered!

⇒ Retroactive Tuition Waivers will not be honored.

⇒ The employing department must be an entity of any unit of Montana State University or the Montana University System.

⇒ A separate form must be completed **for each** semester that a faculty/staff waiver is being requested.

**\*\*Two signatures plus the student signature are required\*\***

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Director/Dean Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Human Resources Signature (see below)*

\_\_\_\_\_  
*Date*

HR signature is only needed if faculty/staff member is employed by a MUS campus other than MSU Bozeman.