

APPLICATION FOR A TUITION WAIVER

For Dependent Children to Attend Wittenberg

APPLICATION MUST BE COMPLETED ANNUALLY & SUBMITTED TO HR

Under the policy governing waiver of tuition for dependent children of employees of Wittenberg University, I am applying for a tuition waiver for my dependent child on the basis of information provided below:

Child's Name

Child's Address

Child's Date of Birth

The dependent child listed above is fully dependent on me Yes No

The dependent child listed above is my biological child Yes No

The dependent child listed above is my legally adopted child Yes No

Date of adoption

What is the number of semesters for which this child has previously received a tuition waiver?

Indicate semester(s), academic year, and full-time/part-time enrollment status for dependent child (1 form/year)

Academic Year	Fall	Spring	FT enrollment	PT enrollment*
Summer 1	Summer 2	Summer 3	Summer 4	Summer 5

****If PT enrollment, complete below***

Dept	Course	Section	Course Title	Time	Credits
Abbrev	Number	Number			

ELIGIBILITY, ENROLLMENT & LIMITATIONS

1. The student must be a dependent child of a full-time faculty, administrative or support staff member. Full-time is defined in the respective University manuals. Dependent children of Adjunct Assistant, Associate and Full Professors are also eligible, but dependent children of other Adjunct faculty members are not. We define dependent status as a child claimed on your federal tax form. The dependent child must be a biological or legally adopted child. If the latter, the adoption must have occurred at least five years' prior to the child's first enrollment at Wittenberg. Additional eligibility & limitations are listed in the Tuition Policy (Appendix I) of the [Staff Manual](#). *A copy of your child's birth certificate, adoption certificate, or court document must accompany this application.*
2. Each student must apply for admission to the University in the same manner as applicants who are not eligible for a tuition waiver. Eligibility for a tuition waiver does not imply a waiver of regular admission requirements or procedures.
3. Full-time students are required to apply for financial aid for which they are eligible. This includes completing the Free Application for Federal Student Aid (FAFSA). See the Tuition Policy (Appendix I) of the [Staff manual](#) for additional information.

4. After the student’s application to Wittenberg has been accepted, a tuition waiver form must be completed and filed with the Department of Human Resources on an annual basis.
5. The student must be enrolled as a full-time student (12-19 credit hours) each semester*. A student who is otherwise eligible for a waiver of full tuition but is enrolled for less than full time status per semester is eligible for a waiver of 50% tuition. *Exceptions may be granted on a limited basis due to medical or other need. Requests must be made in writing to Human Resources.
6. To continue receiving a tuition waiver, the student must meet acceptable academic standards as defined in the academic policy.
7. The waiver is limited to a maximum of eight semesters. To receive the full waiver in any given semester, the student must be enrolled as a full-time student. If a student is enrolled at full-time status during a summer session, then that session also counts toward the maximum eight semesters allowed. Individual summer “sessions” count toward the collective summer “semester” if 12 credits or more are taken during the summer.
8. A student who is enrolled less than full-time in a semester is eligible for a waiver of 50% of his or her tuition charges and that part-time semester does not count toward the maximum eight semesters allowed.
9. Once dependents complete the bachelor’s degree requirements at Wittenberg or elsewhere, they are not entitled to further tuition waivers. This restriction is applicable even if the student has received a tuition waiver for a total of less than eight semester of full-time study.
10. If an employee voluntarily leaves the University during a semester for which the tuition waiver benefit is being utilized by a dependent child, the benefit will be pro-rated and the employee is responsible for re-payment to Wittenberg of the resulting uncovered pro-rated tuition balance. With respect to involuntary terminations, the university will determine the use and/or repayment on a case-by-case basis.

Title of Faculty or Staff Member

Signature of Faculty or Staff Member

Date

Human Resources approval signature

Date

Financial Aid Voucher amount \$

Financial Aid approval signature

Date