



TUITION WAIVER APPROVAL

A new waiver is required per eligible student for each term a waiver is requested

Employee Name: _____ Employee Position/Title: _____

Student Name (if student is NOT the employee): _____

Student Date of Birth: _____

Relationship to Employee: Self Spouse/Same-Sex Domestic Partner Dependent Child

Term of enrollment: Year _____ Fall Spring May Session Summer I Summer II

Division of College/Seminary student is enrolling in:

Day Comenius Ctr (evening) Comenius Ctr Post Baccalaureate Seminary

List specific course titles, course numbers, section, and time (required info)

Course Title	Course Number	Section	Time

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. Finally, I understand that any misrepresentations will be grounds for withdrawal of this benefit.

Employee's Signature _____ Date _____

Benefits-eligible Faculty, Staff, and their eligible dependents; Part-time Coaches & Interns:
 Forward this form to the Office of Human Resources, Colonial Hall, Room 310
Adjunct Faculty/Artist Lecturers: Forward this form to the Academic Affairs Office, Monocacy Hall, 2nd Floor

POLICY DETAILS ARE ON THE REVERSE SIDE OF THIS PAGE

The full tuition policy is available at <http://home.moravian.edu/public/hr/employment/employeeHandbook.pdf>

To be Completed by the HR or Academic Affairs Office Only

Approved Approval assumes academic progress Eligibility Date: _____

Denied Reason: _____

College Seminary Comenius Center

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

Signature: _____ Date: _____

Academic Progress Maintained: Academic Affairs _____ Comenius Center _____ revised 9/2009

EACH STUDENT MUST PRESENT A COMPLETED COPY OF THIS FORM TO REGISTER

Procedure for Tuition Waiver Approval

1. The employee must obtain and complete the Tuition Waiver Approval Form (TWAF) available in the Human Resources Office and on the intranet (P:\hr\FORMS\Tuition Waiver Approval.pdf) for themselves or a qualified dependent. Except in the first term of registration for full-time day students, the form must include the list of courses intended for registration. One form is required for each eligible employee, spouse/same-sex domestic partner, or dependent in each term of registration. (Separate forms are required, for example, for May Term, Summer I, and Summer II.)
2. The Tuition Waiver Approval Form is then submitted to the Human Resources Office for verification of eligibility. The HR director checks the employee's eligibility for the benefit as well as the student's eligibility (if the employee and student are not one in the same).
 - i. Based on employment status (is the employee in question benefits-eligible?)
 - ii. Financial aid requirements (does the student meet FA eligibility requirements?)
 - iii. Course enrollment limitations (has the student exceeded the 40 course limit?)
3. Once the TWAF is signed by HR, the student must bring the completed, signed form along with his or her registration to the appropriate office – the registrar's office for day-division degree candidates; the CGS office for evening degree candidates and non-degree candidates; the Seminary for Seminary degree candidates and other students wishing to enroll in Seminary courses.
4. The student is then registered for classes.
5. 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 different course(s) must complete a new form.

8.6 Educational Benefits

8.6.1 Tuition Benefits for Administrative and Support Staff

To further aid employees with their career goals, the institution permits each benefits-eligible employee to take advantage of various tuition benefits effective the next semester following the completion of the conditional period of employment. Employees wishing to utilize this benefit are required to complete a TUITION WAIVER APPROVAL form *for every term* they wish to enroll in a class. 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 different course(s) must complete a new form. Employees utilizing the remission benefit are expected to take classes outside of their normal work hours. Rare exceptions may be granted with the approval of the divisional vice president and the director of human resources. The time spent in class during normal working hours must be charged to personal time or vacation or may be made up by performing work outside of normal working hours during the same pay period. The benefit excludes the following:

- Music lessons, music practica or recitals;
- Nursing (those courses with a *NURS* prefix);
- Pre-student teaching field experiences (education courses numbered 158.2, 358, and 360 through and including 368);
- Student teaching;
- MEDU coursework (with the exception of PT coaches as listed below);
- Certain field studies or independent studies that may be excluded at the discretion of the relevant academic Dean.

The available plans are as follows.

8.6.1.1 Tuition Remission at the College and Seminary

Benefits-eligible employees may enroll in College undergraduate, College M.B.A., and Seminary graduate courses with full waiver of tuition *on a space-available basis*. Undergraduate tuition benefits are tax-free under current federal tax code. However, current IRS regulations indicate that the first \$5250 of graduate tuition benefits are not taxable. The institution makes no commitment or guarantee regarding the future taxability of tuition benefits. The waiver of tuition is contingent upon verification of eligibility by the director of human resources. Employees must meet the normal admissions requirements and must remain employed through completion of the course. If separation of employment occurs, a pro-rated charge of tuition costs will be made. Non-tuition fees are the responsibility of the student. Employees are subject to all College and Comenius Center policies pertaining to enrollment in day division courses on the same basis as non-employees (after 05-06 academic year). Courses taken through the Comenius Center on either a matriculated or non-matriculated basis must meet the standards of academic progress by the college and the Comenius Center (after 05-06 academic year).