

## **Office of Financial Aid Services**

 
 21 Montana Hall
 finaid@montana.edu

 P.O. Box 174160
 scholarships@montar
Bozeman, MT 59717-4160 Tel: (406) 994-2845

scholarships@montana.edu

## Faculty & Staff Tuition Waiver Request

Name:		MS	SU ID:	
Department:		Phone	number: _	
E-mail:		 _Semester:		Year: 20
	Faculty Staff			FTE (must be .75 or more) Credits (# carried this term)

- $\Rightarrow$  Resident tuition may be waived (must be state residents) 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. BOR Policy 940.13
- ⇒ Employees who utilize this tuition waiver are not eligible for a Dependent Waiver during the same academic term.
- $\Rightarrow$  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!
- $\Rightarrow$  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.
- $\Rightarrow$  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.