



Office of Financial Aid Services

183 Strand Union
P.O. Box 174160
Bozeman, MT 59717-4160
www.montana.edu/wwwfa

Tel (406) 994-2845
Fax (406) 994-6962

Faculty & Staff Tuition Waiver Request

Name: _____ MSU ID: _____

Employee phone number: _____ Email: _____

Department: _____

Semester: _____ Year: 20_____

Form boxes for Faculty/Staff selection

Faculty
Staff

Form boxes for FTE/Credits selection

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

=> Tuition may be waived, with the approval of the Department Head and the Dean or the Vice President, 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 employees and temporary, seasonal, or fixed term positions are not eligible to receive the waiver.

=> 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 Office of Financial Aid, 183 Strand Union, Bozeman MT 59717

=> 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 employee's signature are required

Signature line 1

Signature

Date line 1

Date

Signature line 2

Supervisor Signature

Date line 2

Date

Signature line 3

Department Head Signature

Date line 3

Date

Signature line 4

Dean or Vice President Signature

Date line 4

Date

Official use only:

Large empty box for official use