Procedure for Requesting a Full-time Employee/Employee Dependent Tuition Waiver

The following procedure is to be used to request a full-time employee tuition waiver for self and/or eligible dependent for up to six (6) credit hours per semester per person.

Please Note:

Any fees (such as lab fees, etc.) associated with the registration or course(s) are not covered by the waiver.

Tuition waivers are a form of financial aid and are subject to all financial aid rules and regulations including standards of academic progress.

A separate form is needed for each individual.

A new form must be completed for each semester.

1. Complete the West Virginia Northern Community College Employee Tuition Waiver request form which is located on the Human Resource forms Web site and also in the Human Resource Office in B&O building, Room 125.

2. Submit the completed form to the Chief Human Resource Officer.

3. The Chief Human Resource Officer will verify the employee/dependent is an eligible employee/dependent and forward the waiver to the Financial Aid office for final approval and processing.

4. If the tuition waiver is not approved by the Chief Human Resource Officer, the employee will receive a copy of the waiver form indicating why the waiver was denied. Employee can request a meeting with the Chief Human Resource Officer if they have any questions regarding the reason for the denial.

5. Tuition waiver award is reflected on the student’s financial aid package. The amount paid is reflected in the students account summary by term. The award amount and paid amount may not be the same because of hours registered for, other types of aid or standards of progress.

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