



## Employee Tuition Waiver Procedures

The Employee Tuition Waiver (ETW) covers the cost of tuition waived less Financial Aid; however, the **employee/student is personally responsible for books and fees and laptops, when applicable.**

### Undergraduate

The Employee Tuition Waiver request form must be completed **three (3) weeks** prior to the start of **EACH semester** in order for it to be processed in an accurate and timely manner.

### Graduate

The Employee Tuition Waiver request form must be completed **three (3) weeks** prior to the start of **EACH semester** in order for it to be processed in an accurate and timely manner.

### The following steps must be taken:

1. Pick up the Employee Tuition Waiver form from the Human Resources Department or on the Medaille website at: <http://me.medaille.edu/human-resources-forms/>
2. **Step 1**
  - Complete the employee and/or student information section.
3. **Step 2**
  - Signatures are required by the employee and/or student.
  - Schedule an appointment to obtain the signature from the appropriate Vice President. Check with the Administrative Assistant for his/her availability.
4. **Step 3**
  - The **form must be taken personally to the following offices in the order listed** for completion and signature of their appropriate section. Please note: A scheduled appointment with the offices below is preferred.
    - ❖ Human Resources
    - ❖ Financial Aid
    - ❖ Student Accounts Office
5. **Financial aid forms must be completed with the Financial Aid Office.**  
Employees/students are required to apply for any state and federal awards for which they qualify. **Important deadlines:** The ETW request and the FAFSA must be completed for undergraduate traditional students by the first day of classes. There is no TAP or Pell for graduate students.
6. The Financial Aid Office will enter the approved dollar amount of the waiver.
7. **The ETW is not officially approved until all signatures are on the form.**
8. **A new waiver form must be completed for each semester that you wish to attend.**
9. Please be advised that the tuition waiver benefit for **Graduate** level courses **is considered a taxable fringe benefit** and **will be included with taxable wages reported on the employee's W-2.**

Contact Human Resources at 880-2802 or 880-2265 with any questions.

Medaille University

Employee Tuition Waiver Request Application

PLEASE READ THESE IMPORTANT NOTES BEFORE COMPLETING FORM:

- A tuition waiver form, including authorized signatures must be completed for each **semester**. **If the form is not completed according to established deadlines, the student is responsible for 100% liability.**
- Waivers for **Graduate level courses** will be treated as **taxable income to the employee.**

Step 1

EMPLOYEE NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

STUDENT'S SOCIAL SECURITY NUMBER: \_\_\_\_\_

EMPLOYEE: \_\_\_\_ SPOUSE/DOMESTIC PARTNER: \_\_\_\_ DEPENDENT CHILD: \_\_\_\_

SEMESTER APPLIED FOR: \_\_\_\_\_ YEAR: \_\_\_\_\_ CREDITS: \_\_\_\_\_

APPLICATIONS COMPLETED FOR: TAP \_\_\_\_ Month/Year \_\_\_\_ FAFSA \_\_\_\_ Month/Year

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Step 2

I hereby certify that all the information stated above is correct to the best of my knowledge. **I further understand that if the required paperwork is not completed I will be 100% liable for all tuition incurred.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**I hereby approve the above tuition waiver application. For employees, I hereby approve the above tuition waiver application after having reviewed and accepted, with or without work schedule accommodations acceptable to me, the impact of the time commitments of his/her proposed course schedule for the term upon his/her job responsibilities.**

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

**Step 3**

**TO BE COMPLETED BY THE HUMAN RESOURCES OFFICE:**

EMPLOYMENT STATUS: FT FACULTY \_\_\_\_  
FT ADMINISTRATOR \_\_\_\_  
FT HOURLY \_\_\_\_

EMPLOYMENT DATE: \_\_\_\_\_ YEARS/MONTHS EMPLOYED \_\_\_\_

MAXIMUM HOURS TO BE WAIVED: \_\_\_\_\_

HUMAN RESOURCES SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**TO BE COMPLETED BY THE FINANCIAL AID OFFICE:**

TUITION TO BE WAIVED \$ \_\_\_\_\_

WAIVER ENTERED BY: \_\_\_\_\_

FINANCIAL AID SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**TO BE COMPLETED BY STUDENT ACCOUNTS OFFICE:**

STUDENT ACCOUNTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_