



# Application for Tuition Waiver

## Southern Illinois University Carbondale

### FACULTY, ADMINISTRATIVE/PROFESSIONAL STAFF AND CIVIL SERVICE EMPLOYEES

1. The university grants full waiver of tuition for undergraduate and graduate courses for the following: all SIUC employees on pay status, SIUC retirees, and employees on leave or layoff. Employees on extra-help civil service appointments are not eligible. (Employees on pay status must be employed during the term for which the waiver is applied.) Appointees with 0 percent appointments are ineligible to receive tuition waivers. The waiver is not applicable to professional programs, i.e., School of Law or the School of Medicine.
2. The waiver benefit does not limit the number of credit hours that may be taken each semester. However, the Graduate School has established a limit of 8 graduate hours per semester for full-time employees (a limit of 6 graduate hours for summer semesters). Those employees registering for hours that exceed these limits must seek approval from the Graduate School.
3. Employees will be responsible for any late registration fees.
4. For employees enrolling in Online Semester-based courses, please contact the SIU Extended Campus at 453-3430, regarding any course related charges that you may be required to pay and is not applicable to this waiver.
5. Employees with appointments of less than 50 percent time must pay the Student Medical Benefit fees and will be eligible for that service. However, a refund of this fee will be extended to the employees if proof of duplicate medical coverage is provided to the Administrative Director of the Student Health Programs or his/her designee. Similarly, a refund is authorized for those employees precluded from use of the Student Health Program by unusual or extreme geographic conditions (4 Policies B.12).
6. Employees should initiate registration with their appropriate collegiate unit. Registrants who are eligible for a tuition remission are advised to register as early as possible.
7. Employees shall be eligible for a waiver provided they are employed at any time during the semester. Employee Records will verify the employee's appointment and enter the waiver into the computer system.

More information about tuition waivers can be found here, <https://policies.siu.edu/personnel-policies/chapter8/tuition-waiver-employees.php>

### ADVANCE REGISTRATION

Staff members may obtain an "Application for Tuition Waiver" form from Employee Records in Human Resources, via the Human Resources' homepage at <http://hr.siu.edu/forms/index.php> or at Graduate Registration on the third floor of the Student Services Building or via E-Forms webpage at <http://eforms.siu.edu/>. The form must be completed and emailed to [hrtuitionwaivers@siu.edu](mailto:hrtuitionwaivers@siu.edu) for verification of employment and processing. Registrations processed during the advance registration period will be subject to cancellation only if the staff member is billed for amounts other than tuition on the July, December or May statement of account. Normally, registrations processed in this time frame will not be cancelled. If you advance register and subsequently decide not to attend, you must withdraw for the term or you will receive a failing grade!

### REGISTRATION AFTER ADVANCE REGISTRATION HAS ENDED

Past due amounts must be prepaid at the Bursar before registration will be processed. Staff members must complete an "Application for Tuition Waiver" form and send it to Employee Records for processing.

**\*\* Please note --**The application deadline for tuition waivers for each academic year is July 30th. (Example: The deadline for Fall 2023, and Spring 2024 and Summer 2024 waivers would be July 30, 2024.)