Please read carefully. Your signature verifies you understand all of the policies outlined in this form. The purpose of this form is to communicate the UIW Tuition Waiver Policies with program participants. Completion of this form is required once to signify your understanding of the UIW Waiver Policy. Further questions may be addressed to the Office of Human Resources or the Office of Financial Assistance.

Application Requirements (acknowledge each statement with your initials):

___ Employees and dependents must submit a waiver form to the UIW Human Resources office for every term or semester that the employee or dependent wishes to use the benefit. **Forms are due no later than 14 days after the last day to add or drop a course for the term.**

___ Students with other waivers (CIC, CC, tuition exchange) will be evaluated/approved by the UIW Human Resources office annually.

___ I understand that the academic year starts with the Summer I session and ends with the Spring II session. The waiver policy follows the academic year, not the calendar or fiscal year.

___ A dependent for the employee waiver program is defined as either a spouse of the employee or a child or step-child who is under the age of 25 and is either claimed on the sponsoring employees tax return or listed as a dependent on the current FAFSA (Free Application for Federal Student Aid).

___ Each year, undergraduate students seeking a tuition waiver of any kind must reapply for aid by completing a FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov. The UIW FAFSA school code is 003578.

___ Additional paperwork may be requested by the Office of Financial Assistance. **Waivers may not be applied until all requested documents are received and processed.**

___ Graduate students are not required to complete a FAFSA, unless they wish to pursue loans.

___ All waiver recipients (employees, dependents, CIC, Tuition Exchange, CCC) must demonstrate Satisfactory Academic Progress (SAP) in order to maintain eligibility. Undergraduate students must maintain a 2.0 cumulative GPA and successfully complete 75% of all attempted coursework. Graduate students must maintain a 3.0 cumulative GPA and successfully complete 75% of all attempted coursework. Attempted coursework includes all coursework taken at UIW and transferred from another college.

___ Students who complete the FAFSA will be notified of other aid (i.e. Stafford Loans, Work Study, Parent Loans) they may apply for in combination with the waiver program. **To be eligible for federal loans, you must be enrolled at least half-time.** Students enrolled in terms of eight weeks or less will not receive disbursements for federal loans until they attend half-time hours for the overall semester. For example, undergraduate students taking 3 hours in Term 1 and 3 hours in Term 2 will not receive loan funds until Term 2 begins. Please refer to the table below for enrollment requirements for financial aid.

**Enrollment Definitions (Minimum Credit Hours per Semester Needed):**

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate *</th>
<th>Graduate*</th>
<th>Professional</th>
<th>Ph.D.</th>
<th>Ph.D. (Dissertation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>12</td>
<td>9</td>
<td>12</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Half-Time</td>
<td>6</td>
<td>4</td>
<td>6</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

*Includes Main Campus, ADCaP and/or On-line students.
Calculating Waiver Amount (acknowledge each statement with your initials):

___ UIW Dependents are not eligible for the waiver program for graduate coursework.

___ Neither employees nor dependents admitted at the PhD level qualify for tuition waivers, even if they are taking a graduate level course.

___ Employees accepted into the undergraduate/graduate main campus program are eligible for one waiver per semester, to total 9 hours in an academic year.

___ Employees accepted into the undergraduate/graduate ADCaP program are eligible to receive up to 4 waivers, totaling 12 hours in an academic year.

___ Employees accepted into the undergraduate/graduate Virtual program are eligible to receive up to 5 waivers, totaling 15 hours in an academic year. Please note that virtual students are required to pay a $350 program charge for each class out of pocket.

___ Dependent students who are taking full-time, main campus courses may be informed of eligibility for academic scholarships during their admissions process. The university allows students living on campus to use the waiver and academic scholarships towards the cost of the dorm and tuition. The combination of the waiver and academic scholarships may not exceed the costs of room and tuition. Students cannot use the academic scholarships or waiver for any other costs, meaning that fees, books and food are always the responsibility of the student and not part of the waiver program.

___ Waivers will be reduced by all other grants or scholarships, including VA, federal, state and institutional gift aid.

___ Students using the waiver who are also eligible for outside scholarship funds and/or the Federal Pell grant may use a portion of those funds to assist with non-covered educational costs up to $1000 per semester. These costs can include books, fees, additional tuition, the virtual program charge, and/or laptop. Any outside scholarship or Pell grant funds in excess of the $1000 will reduce the waiver.

___ Dependents planning to study abroad at a sister campus may contact the UIW Comptroller or the UIW Study Abroad Office to determine the value of their waiver, based on the exchange agreement with the sister school. Please note that the full waiver benefit is not applicable to most sister school institutions.

___ Graduate students who utilize a total dollar amount in waivers for graduate level courses which exceeds $5250 per calendar year will be required to pay taxes on the amount utilized over the $5250. Please contact Human Resources for more information on this requirement.

Your signature verifies you understand all of the policies outlined in this form.

Student Signature ___________________________ Date ____________

Sponsoring Employee ___________________________ Date ____________

(two-sided document)