



**University of the Incarnate Word  
Office of Financial Assistance  
Waiver Information Form**

4301 Broadway, Box 308  
San Antonio, TX 78209  
Phone: (210) 829-6008  
Fax: (210) 283-5053  
[finaid@uiwtx.edu](mailto:finaid@uiwtx.edu)  
[www.uiw.edu/finaid](http://www.uiw.edu/finaid)  
Revised 11/2017  
WIF (fund code)

Student Last Name

Student First Name

Student ID Number

**Acknowledge each statement with your initials:**

\_\_\_ Waiver forms must be submitted to the Office of Human Resources (HR) for every term or semester that the employee or dependent wishes to utilize the benefit. Students with other waivers (CIC, CC, tuition exchange) are approved by HR annually.

\_\_\_ The waiver policy follows the academic year which starts with the Summer I session and ends with the Spring II session.

\_\_\_ Each year, undergraduate students seeking a tuition waiver must complete a FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).  
(Graduate and High School students are not required to submit a FAFSA).

\_\_\_ Waivers will not be applied until all requested documents by the Office of Financial Assistance are received and processed.

\_\_\_ All waiver recipients must demonstrate Satisfactory Academic Progress (SAP) to maintain eligibility. SAP cumulative GPA requirements: undergraduate students 2.0 and graduate students 3.0. Students must also successfully complete 75% of all attempted coursework (UIW courses and transfer work) and cannot exceed your degree requirements by more than 150%.

\_\_\_ Undergraduate dependents are eligible for the waiver up to 18 hours for fall and spring, and up to 12 hours for summer.

\_\_\_ Undergraduate employees are eligible for the waiver up to 9 hours for Main Campus students, up to 12 hours for ADCaP students, and up to 15 hours for Virtual students, per academic year.

\_\_\_ Employees accepted into a graduate program are eligible for one waiver per semester up to 9 hours per academic year.

\_\_\_ Main Campus dependents, living on campus, may combine the waiver and academic scholarships (if applicable) to assist with the cost of the dorm and tuition, but cannot be used for any other costs.  
*Charges such as fees, books and food are always the responsibility of the student and not part of the waiver program.*

\_\_\_ Students taking virtual courses are required to pay a \$350 program fee per course. The waiver will not cover this charge.

\_\_\_ Students who qualify for outside scholarships and/or the Pell grant, may use a portion of those funds to assist with non-covered costs up to \$1,000 per semester. Any outside scholarship or Pell grant funds in excess of \$1,000 will reduce the waiver.

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

\_\_\_ Dependents planning to study abroad may contact the UIW Office of Financial Aid to determine if the waiver will apply.

\_\_\_ Graduate students who exceed \$5,250 per *calendar* year in waivers for graduate level courses, will be required to pay taxes on the amount over \$5,250. 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** (Required)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Sponsoring Employee** (Required for dependent waivers)

\_\_\_\_\_  
**Date**