



## UIW Employee Waivers

### Waiver Process

- Must submit an employee waiver form to the Human Resources Office for each term enrolled. Once approved by HR, waiver will be sent to Financial Assistance.
- Must submit a FAFSA, Student Information Form, and, if selected by the Department of Education, verification documents to the Office of Financial Assistance.
- Waiver amount will reflect on award letter after all paperwork has been processed and after semester billing has been posted.
- Approved waiver will be credited to your account on the first day of class as long as all enrollment requirements are met and financial assistance documents are processed.

### Waiver Policy

- Employee waiver will only cover what is left of tuition cost **after** eligible financial assistance and outside scholarships have been applied.
- Employees enrolled in virtual coursework will have all but \$350 of their tuition covered. The employee will be responsible to pay for the \$350 out of pocket or with loans.
- Employees enrolled in Main Campus courses may only use the waiver for **one** course per semester or **three** courses per academic year\*. Employees enrolled in ADCAP may use the waiver towards **four** courses per academic year. Employees enrolled in Virtual courses may use the waiver for up to **five** courses per academic year.

\*The Academic year begins with Summer I and ends with Spring II