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

Student Last Name  Student First Name  Student ID Number  

**Acknowledge each statement with your initials:**  

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

___ Each year, students must either complete the Free Application for Federal Student Aid at [https://studentaid.gov/](https://studentaid.gov/) or submit a copy of the sponsoring employee’s most recent tax return to the Office of Financial Assistance to determine eligibility. *(High school and transient students are not eligible to submit a FAFSA, therefore the sponsoring employee’s tax return is required).*  

___ The waiver policy follows the aid year which starts with the Summer I session and ends with the Spring II session.  

___ 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 67% 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 School of Professional Studies (in-class) students, and up to 15 hours for School of Professional Studies (online) students, per academic year. Graduate employees are eligible for one waiver per semester up to 9 hours per academic year.  

___ Students utilizing the waiver will not be eligible to receive any other UIW aid (i.e. UIW Academic Scholarship, UIW grants, performance, UIW scholarships/discounts) towards tuition. Any UIW aid awarded prior to approval of the waiver will be invalid and a revised award letter will be generated to show acceptance of the waiver and cancellation of any other UIW aid.  

___ Dependents of UIW employees, living on campus, may use their UIW Academic Scholarship (if applicable) to assist with the cost of the on-campus dorm, but cannot be used for any other costs.  

___ Students who qualify for outside scholarships and/or the Pell Grant may use their awards to assist with non-covered costs (i.e., fees, meal plans, parking permits, etc.), provided all aid fits within the student’s need and cost of attendance.  

___ Dependents planning to study abroad may contact the Office of Financial Assistance 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 HR for more information on this requirement.  

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

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**Student Signature (Required)**  

**Date**  

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

**Date**