



Office of Financial Aid

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Student/Employee Name (Last, First) Student/Employee ID Number

2023-2024 Employee Tuition Waiver Benefit Form

As a benefit to your full-time (full-time is classified as a minimum of 3/4 time or 1,560 hours per year) employment at Stephens College, you may be eligible to have your tuition waived up to 100% for courses taken at the College. Before Stephens College can provide any tuition waiver benefits, we require confirmation of your employment status each term.

Section A: To be completed by Stephens College employee

Table with 2 columns and 3 rows: Employee's Date of Birth, Degree/Academic Program, Term Seeking Benefit

I understand the following:

- Employees must apply for admission and be accepted through graduate and online programs. Enrollment will be contingent upon available space in the course(s) requested.
Tuition for employees enrolling through the graduate and online programs will be waived at 100%. All other expenses associated with enrollment are the sole responsibility of the employee. This includes fees, lab expenses, and books.
The tuition waiver benefit will extend to the first six (6) credit hours for employees enrolled in the Health Information Administration Program. Employees enrolled in a graduate program will receive the tuition benefit for the first three (3) credit hours. Any other credit hours charged are the responsibility of the employee.
Employees must obtain approval from their supervisors prior to enrollment. Employee's workload and presence on the job to maintain the efficiency and effectiveness of the department will be taken into full consideration by supervisor.
If a course requires an employee to be away from work during their regularly scheduled shift, the employee is to make prior arrangements with their supervisor to make up lost work time.
If an employee resigns or is terminated for any reason, the tuition waiver will continue only until the end of the session in which the termination occurred.

I understand the above and grant permission to People Operations to provide the information requested below to the Office of Financial Aid regarding my employment status.

Employee Signature Date

I, [PRINT NAME], am the supervisor of the individual named above and approve their enrollment for the term in an online or graduate program.

Supervisor Signature Date

After you have completed Section A, please send to People Operations for further processing AFTER you have registered for courses for the term you are seeking the benefit.

Section B: To be completed by Stephens College People Operations

Is the employee named above actively employed in a full-time position?	
Employee Hire Date	
Is the employee named above eligible for the benefit?	

The Stephens College Office of Financial Aid reserves the right to require additional documentation and/or confirmation of the validity of the information provided.

I certify that all the above information is accurate to the best of my knowledge as of this date.

Print name and title at Stephens College

Telephone Number

Signature

Date

FOR OFFICE OF FINANCIAL AID USE ONLY

Term Processed: _____

ITFACSTWAI Amount Added: \$_____

To calculate amount of waiver, look up tuition (tuition ONLY—do not include fees) charge in PowerCampus. That amount will be the ITFACSTWAI amount. If the student is undergrad and enrolled in more than six hours, only include six hours. If the student is in a graduate program and enrolled in more than three hours, only include three hours.

FA Staff Initial: _____

Provide completed copy to People Operations