



Office of Financial Aid

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

2024-2025 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: Field Name, Value. Fields include Employee's Date of Birth, Degree/Academic Program, and Term Seeking Benefit.

I understand the following:

- Employees must apply for admission, meet the program requirements for the requested program, and be accepted. Enrollment will be contingent upon available space in the course(s) requested.
Tuition for employees enrolling through this program 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 benefit may not exceed the equivalent of part-time student status in any given semester. Part-time status will be defined as six (6) credit hours in one semester for undergraduate students and (3) credit hours in one semester for graduate students.
Employees must document approval from their supervisors prior to enrollment on the Employee Tuition Waiver Benefit Form. Upon completion, the form is to be submitted to the Office of People Operations for further processing. An employee's workload and presence on the job to maintain the efficiency and effectiveness of the department will be taken into full consideration by a supervisor. Supervisor approval is not guaranteed.
Employees may not be absent from the workplace during their regularly scheduled hours to pursue a degree. The tuition remission policy does not include or provide paid or unpaid time off or flex hours.
The College retains the right to deny an employee's application to enroll in a course/course in any given semester, dependent upon the needs of the College.
All employees are required to follow the College's policy in requesting paid time off. To increase the likelihood of approval, employees should collaborate with their supervisors well in advance.
If an employee resigns or is terminated for any reason, the tuition waiver will continue only until the end of the session during 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.
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