

VS/LAYOFF TUITION WAIVER FORM

For Qualified 2018 VS Participants and Layoffs of MSU and Their Dependents

Students whose tuition is paid by other tuition specific scholarships or awards may not receive this waiver.

May be used for a maximum of 18 (for separating employee) or 12 (for IRS dependent) undergraduate credit hours per year through June 30, 2021 or October 31, 2021 (three years from separation date). May use a maximum of 6 undergraduate hours per term.

Assigning tuition waiver benefits to dependents decreases the credit hours for the separating employee. Tuition waiver does not apply to non-credit bearing or audited courses or those offered through overseas programs.

2018 Voluntary Separation Program Participant/Layoff Information

VS Participant's/Layoff's Full Name _____

VS Participant's/Layoff's MSU ID number (m#####) _____

VS Participant's/Layoff's Address _____

VS Participant's/Layoff's Phone No. _____

Student Information

Student's Full Name _____

Student's MSU ID No. (m#####) _____

Relationship to VS Participant/Employee Laid-Off _____

See UAR 327.03 for dependent eligibility information.

A form must be completed for each student. Spouse or dependent child may be required to provide legal documentation. If both spouses are VS Participants and wish to transfer their waiver hours to a dependent child, both will need to complete a form for that dependent child.

Indicate term for which this waiver is to be used (check one): Fall Spring Summer Other (Specify, e.g. Winter)

Proposed Undergraduate Class Schedule

This form does not replace the registration process. The Waiver cannot be processed until student is registered for the course(s) listed below.

Dept.	Course & Section No.	Undergraduate Course Title	Credit Hrs.	Time	Days
Total Number of Undergraduate Class Credit(s) to be Used this Term for Tuition Waiver				Max 18/12 (VS Part./Dependent) Per Year	

Authorization *Note: Students with waivers must still complete the appropriate protect class schedule plan.*****

DEADLINE DATES FOR PROCESSING

Submitted: _____ Date: _____

VS Participant's/Layoff's Signature (Certifying student's eligibility requirements)

August 1st for Fall Semester

January 2nd for Spring Semester

May 1st for Summer Terms

Approved: _____ Date: _____

VS/Layoff Administrator, Human Resources (Certifying VS/LO Status)

Form must be submitted to the Human Resources office by the deadline. Dates listed above are first business day following deadline date in policy.

Anyone using this form in a fraudulent manner is subject to disqualification from tuition waiver program and any legal implications for fraudulent use.

Once this waiver form has been submitted, the student is responsible for completing all required processes at MSU:

1. Admission to the institution must be achieved.
2. Verify acceptance into a program of study.
3. Have class schedule approved and registered.
4. Submit this waiver form to the Office of Enrollment Services by deadline date.
5. Classes are subject to availability, and student is subject to all regulations at MSU.

REMINDER:

Each student must be in good academic and financial standing at MSU. A minimum 2.0 cumulative GPA at MSU is required.

Distribution: Original: Office of Enrollment Services **Copies:** VS Participant/HR

Office of Enrollment Services 205 Enrollment Services Center 121 E Second Street Morehead State University Morehead, KY 40351