

## Voluntary Separation TUITION WAIVER FORM

For Qualified 2019 VS Participants 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, 2022 (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.

### 2019 Voluntary Separation Program Participant Information

VS Participant's Full Name \_\_\_\_\_ VS Participant's MSU ID number (m#####) \_\_\_\_\_  
 VS Participant's Address \_\_\_\_\_ VS Participant's Phone No. \_\_\_\_\_

### Student Information

Student's Full Name \_\_\_\_\_ Student's MSU ID No. (m#####) \_\_\_\_\_  
 Relationship to VS Participant \_\_\_\_\_ 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 Signature (Certifying student's eligibility requirements)

**August 1st for Fall Semester**  
**January 2nd for Spring Semester**  
**May 1st for Summer Terms**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Human Resources Dir. or HR Representative (Certifying VS 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:** Participant/HR

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