

Faculty and Staff Tuition Waiver Program
Employment Certification Eligibility Form for MSU Employees
Western Kentucky University

Billings and Receivables
1 Big Red Way, Bowling Green, KY 42101-3576
Fax: 270-745-6584

Employee's Full Name

M Number

Employee's Address

Employee's Phone Number

Indicate semester and year for which waiver is to be used: _____ 20_____

Course(s) for tuition waiver:
Applying for the tuition waiver is in dependent of the admission and registration process

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPROVAL FROM EMPLOYER

By participating in the Faculty/Staff Tuition Wavier Program, I hereby give permission to Western Kentucky University to collect the following information: courses taken, classification of courses, grades received, and the specific tuition and/or fees waived as a part of this program. I further understand that any tax liability incurred by participating in this program is my responsibility. Finally, I understand that I am entitled to six (6) credit hours per academic semester/term from an institution or combination of institutions.

Employee's Signature (Student) _____ Date _____

Employee's Supervisor's Signature _____ Date _____

I certify that the person listed above is a regular full time employee of Murray State University and is entitled to participate in the tuition waiver program.

Approved: _____ Date _____
Human Resources, Murray State University

Once this waiver form has been completed MSU employee, please return to:

Murray State University
Human Resources
404 Sparks Hall
Murray KY, 42071
Phone: 270-809-2146 Fax: 270-809-3464