



WEST LIBERTY UNIVERSITY

Office of Financial Aid
208 University Drive
College Union Box 124
West Liberty, WV 26074

Phone: (304) 336-8016
Fax: (304) 336-8088

UNDERGRADUATE TUITION WAIVER APPLICATION

For the academic year employees, their dependents and spouses are eligible for a 100% waiver of undergraduate tuition (does not include special fees such as course fees, capital fees, roads/walkways fee, etc.). Please read the requirements below. If you wish to apply, please complete a form for each applicant and **return to the Human Resources Office** with required documentation.

Requirements:

1. For employees: Must be a benefits eligible employee
2. For Dependents: Status as a dependent must be verified by Federal Tax Transcripts or FAFSA; for Spouse: Status verified by marriage certificate or Federal Tax Transcript.
3. All recipients must notify the Financial Aid Office of a drop in registered hours.
4. Tuition waiver may be reduced if any other tuition based award is received.
5. Tuition waiver will be renewed annually as long as continuous enrollment is maintained with a minimum 2.0 GPA up to a maximum of eight semesters.

Name of Employee: _____ SS#: _____

Applying for: Employee__ Dependent__ Spouse__

Academic Year Applying for: _____

Term Applying for: Fall__ Spring__ Summer I__ Summer II__

Name of Dependent _____ Dependent's SS# _____

Name of Spouse _____ Spouse's SS# _____

Employee's Signature: _____ Date: _____

Return to: Human Resources Office
208 University Drive
College Union Box 131
West Liberty, WV 26074

Office Use Only:

Employee Status Verified _____

Dependent Status Verified _____

Spousal Status Verified _____

Number of Hours:

Fall__

Spring__

Summer I__

Summer II__

PS Award \$ _____