



# 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

## GRADUATE TUITION WAIVER APPLICATION

For the academic year, employees are eligible for a 50% waiver of graduate 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. The Physician's Assistance Program is not included in this Waiver Application.

### Requirements:

1. For employees: Must be a benefits eligible employee
2. All recipients must notify the Financial Aid Office of a drop in registered hours.
3. Tuition waiver may be reduced if any other tuition based award is received.

Name of Employee: \_\_\_\_\_ SS#: \_\_\_\_\_

Applying for: Employee\_\_

Academic Year Applying for: \_\_\_\_\_

Term Applying for: Fall\_\_ Spring \_\_ Summer I \_\_ Summer II \_\_ Summer III \_\_ Summer IV \_\_

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\_\_

Summer III\_\_

Summer IV\_\_

PS Award \$\_\_\_\_\_