



MSU College of Technology - Great Falls FACULTY & STAFF TUITION AND FEE WAIVER APPLICATION

Employees of the Montana University System requesting the Faculty & Staff Tuition and Fee Waiver for classes at MSU-Great Falls College of Technology must complete this form. Signatures must be obtained from employing campus, then submitted to the Financial Aid Office at MSU-Great Falls COT 30 days prior to the beginning of the term. A new form must be submitted each term. **RETROACTIVE WAIVERS WILL NOT BE HONORED.**

Employee Name: _____ SS#: _____

Employed At: _____ Dept.: _____

Faculty Staff _____ FTE (0.75 or more)

Term/Year	Course Name/Number	Number of Credits

University System Faculty members employed at least three-quarter time (0.75 FTE or more) on the date of registration may register for up to six credits per term with the approval of the Department Chair/Supervisor and Human Resources/Personnel.

Classified personnel and other staff employed at least three-quarter time (0.75 FTE or more) may register for courses with the approval of their Supervisor or Department Chair. However, eligibility for the waiver depends on remaining at least .75 FTE for the duration of the term.

Please be informed that if your employment is terminated any time during the semester you have submitted the waiver for, **the waiver will be revoked and you will be responsible for the entire bill.**

WAIVERS ARE GRANTED FOR THE FIRST SIX (6) CREDITS ONLY. TUITION AND MANDATORY FEES (WITH THE EXCEPTION OF BUILDING AND REGISTRATION FEES) WILL BE WAIVED. NON-MANDATORY FEES INCLUDING PROGRAM AND REQUIRED COURSE FEES WILL NOT BE WAIVED.

Employee Signature

Date

Supervisor/Department Chair Signature

Date

Human Resources/Personnel Signature

Date