CANISIUS COLLEGE
Request for Employee Tuition Waiver

For Semester/Year of Study: (example: Spring 2014)

Course Type: 
   ____ Undergraduate
   ____ *Graduate
      ______ (employee or spouse only)

Waiver is for (check one):
   ____ Child (must be under age 30)
      (complete Sections A & B below & page 2)
   ____ Spouse (complete Sections A & B below)
   ____ F/T Faculty & Staff (complete Section B only)
   ____ P/T Faculty & Staff (complete Section B only)

PLEASE READ THESE IMPORTANT NOTES BEFORE COMPLETING FORM:

FULL-TIME EMPLOYEES qualify for waiver of two (2) graduate or undergraduate courses per semester.
(Summer, Fall, Spring)**

PART-TIME STAFF working a minimum of 20 hrs per week qualify for waiver of one (1) graduate* or undergraduate course per semester.**

PART-TIME FACULTY qualify for one (1) graduate* or undergraduate course per semester during the academic year in which they teach. The academic year is defined as Fall semester, Spring semester and the immediately following Summer semester.**

* Graduate level waivers may be taxable as income to employee, depending on federal legislation. Check at Human Resources Office for current tax status before registering.

EXCLUSIONS: Certain types of courses are excluded from tuition waivers, namely, tutorials, independent studies, and courses resulting in additional cash expense to the College.

CHILDRREN (UNDER AGE 30) of full-time faculty & staff qualify for waivers for undergraduate courses, based on number of full-time service years employee has completed by the first day of class for the semester. See schedule at left. To be eligible for non-taxable waivers, children must be dependent of the employee according to the Internal Revenue Service definition.

Full-time is defined as up to 18 credit hours per semester.

Freshman and transfer students must have their deposits in by May 1 or an additional $500.00 processing fee will be charged.

To receive the Child of Faculty/Staff Tuition Benefit you are required to complete the Free Application for Federal Student Aid (FAFSA) to determine your eligibility for federal & state grants. Upon completion of the FAFSA you will be directed to complete the NYS TAP application. The Tuition Assistance Program (TAP) grant is applied toward the tuition waiver benefit. The tuition waiver will not become effective until this has been verified with Financial Aid.

SPOUSES of full-time faculty & staff qualify for waivers, based on the number of full-time service years employee has completed by first day of class for the semester. See schedule at left. Waivers may be for full undergraduate program or two (2) graduate courses per semester.

Graduate level waivers for spouses must be treated as taxable income to the employee, based on IRS regulations.

**Although Summer semester may be made up of two (2) or even three sessions, it will be treated as one (1) semester for the purpose of course entitlement.