

**CANISIUS COLLEGE**  
**Request for Employee Tuition Waiver**

For Semester/Year of Study  
(example: Spring 2008)  
\_\_\_\_\_

Course Type:  
\_\_\_\_\_ Undergraduate  
\_\_\_\_\_ \*Graduate  
(employee or  
spouse only)

**PLEASE READ THESE IMPORTANT NOTES BEFORE  
COMPLETING FORM:**

**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)

**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.\*\*

**A. Child or Spousal Info**

**B. Employee Info**

ID# \_\_\_\_\_

ID# \_\_\_\_\_

Last Name \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

First Name \_\_\_\_\_

**Re: Child Only**

FT Date of Hire: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

PT Date of Hire: \_\_\_\_\_

Is Child IRS dependent of  
Employee? (do not answer  
before completing page 2)

Dept. \_\_\_\_\_

Ext. \_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No (**Taxable**)

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

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

**CHILDREN (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 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.**

**I understand it is my responsibility to pay fees. I hereby authorize that any amounts not paid by the conclusion of the semester be withheld from my paycheck through automatic payroll deduction.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

For Office Use Only

**Amount of Waiver (determined by Employee's Years of Full-Time Service as of First Day of Class for Semester):**

\_\_\_\_\_ Upon employment, 25% waiver

\_\_\_\_\_ 1 year, 50% waiver

\_\_\_\_\_ 2 years, 75% waiver

\_\_\_\_\_ 3 years, 100% waiver

\_\_\_\_\_ Taxable

\_\_\_\_\_ Non Taxable

Tuition Exemption Code \_\_\_\_\_

**Approved by:**

Official Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**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.**

Employees are expected to apply for any state and federal awards (TAP, PELL, etc.) for which they qualify. Such awards are turned over to the College to offset the cost of tuition waivers; some awards may be applied toward fees.

\*\* 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.

**Fees remain payable to the Student Accounts Office by the due date. Waivers are not cumulative, transferable or cashable.**