



Tuition Waiver Request for Employees and Dependents of Employees

Please submit to hr@pennhighlands.edu so it can be routed for signatures.

Tuition waiver guidelines are described in Collective Bargaining Agreement and Board Approved Policy. Please refer to the appropriate document for complete details.

Tuition Waiver Request Forms must be approved and submitted at the time of course registration.

Waivers cover tuition cost only. All fees must be paid at the time of registration.

Employee Name			
Employee's Department		Supervisor	
Full Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>	Adjunct <input type="checkbox"/>	High School Instructor <input type="checkbox"/>
Name of Student			
Relationship to Employee			
Student's Last 4 digits of Social Security #		Date of Birth	

Spring/Winter
 Fall
 Summer A/B
 Dual
 Year _____
Enrollment

Course Name	Course Number	Number of Credits	Class Cost (Actual)

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Student Financial Services: _____ Date: _____

Comments: _____

AVP of Finance: _____ Date: _____

Matriculating students who are dependents and/or a spouse of an employee must apply for Financial Aid including federal and state grants. If the student is awarded a grant, the grant will be used to cover tuition. If no grant is awarded, tuition will be waived, and fees are the responsibility of the student. See Course Tuition Waiver Policy EXEC 1002-2024 for details.

Office Use Only

Credit Applied _____

Date _____

Initials _____

Total # credits funded _____