



Authorization for Fee Reduction

This is to certify that the individual identified below is entitled to receive a reduction of tuition assessed as indicated.

Today's Date _____

Trimester: Fall _____ Spring _____ Summer _____

Student's Name _____ Student's 919 # _____
Last First Middle **MUST FURNISH - REQUIRED**

Faculty Staff Senior Citizen (65 and over) Retired

Faculty/Staff fee reductions cover a maximum of 6 credit hours per trimester.

Part-time Employees (covered by MOSERS) Other (specify) _____

*Faculty Spouse/Dependent claimed on employee's Federal income tax return for the past calendar year

*Part-time Employees' Spouse/Dependent claimed on employee's Federal income tax return for the past calendar year

*Staff Spouse/Dependent claimed on employees' Federal income tax return for the past calendar year

I approve this enrollment and fee waiver based on Northwest's work release policy.



 Signature of Budget Custodian or Budget Custodian's Supervisor Department Name FOAP

 FOAP

TO BE COMPLETED BY EMPLOYEE (1 OR 2 AS APPLICABLE)

1. RELEASE TIME QUALIFICATION

Number of release hours this trimester _____
 prior trimester _____
 two trimesters prior _____

Calculation of release hours = number of clock hours away from work per week multiplied by number of weeks class is in session.

Examples: 3 credit hour class meeting 3 hours a week = 3 x 15 = 45 release hours
 2 credit hour class meeting 3 hours a week = 3 x 15 = 45 release hours

I certify that the time released from work is within the University's policy of 96 clock hours per year.

Signature of Employee _____ Date _____

2. DEPENDENT QUALIFICATION

I certify that the above named student is my spouse or a child claimed as a dependent on my Federal income tax return for the past year.

Signature of Employee _____ 919# _____

General Fee Waiver Policy

COMPLETE AND RETURN THIS FORM TO CASHIERING BY THE FIRST DAY OF CLASS.

- ▶ Fee reduction applies only toward **Northwest** tuition (incidental, non-resident and designated fees up to the standard rate).
- ▶ **Fee reductions for graduate courses are taxable and will be included in the employee's gross income during the trimester of enrollment**
- ▶ For qualifying faculty/staff and qualifying retirees new student fee and test-out fee will be covered.
- ▶ The student is responsible for all other fees.
- ▶ If an employee ends employment or withdraws, any current trimester waiver must be repaid.
- ▶ Must be employed one year to qualify

For details see nwmissouri.edu/hr/tuition.htm

OFFICE USE ONLY

Classification _____

Amount \$ _____ Hours _____