



# 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](http://nwmissouri.edu/hr/tuition.htm)

## OFFICE USE ONLY

Classification \_\_\_\_\_

Amount \$ \_\_\_\_\_ Hours \_\_\_\_\_