Adjunct Faculty
Request for Employee Tuition Waiver/ Scholarship Authorization

Directions to Submit Form Electronically:
1. Download & Save form to computer
2. Re-open to complete form
3. Save & Email completed form to your Dean

Eligibility

Adjunct Faculty, who have taught at the University for a minimum of two (2) semesters **and** have a current *Year Contract* with the University, are eligible for a 50% discount off eligible tuition and course-related fees for SVSU courses taken during that semester. This discount applies to the semester in which they are teaching and may be valid up to three subsequent semesters. ***PLEASE NOTE: Spouse & Children are NOT eligible for the tuition waiver.***

Employee Name: _____
(Last) (First) (Middle)

Employee ID Number: _____ **Email Address:** _____

Please select the semester/year in which the Tuition Waiver/Scholarship Authorization is requested: A new waiver form must be complete each semester on or following the date noted below.			
Jun. 1	Nov. 1	Mar. 1	Apr. 1
☐ Fall 20___	☐ Winter 20___	☐ Spring 20___	☐ Summer 20___

I certify that I have read the SVSU Employee Tuition Waiver/Scholarship Authorization policy and understand that some or all of this benefit may be taxable.

Employee Signature Date

****THE COMPLETED FORM MUST BE FORWARDED TO THE DEAN'S OFFICE FOR APPROVAL****

DEAN'S OFFICE AUTHORIZATION

☐ Adjunct Faculty Member has met eligibility requirements.

Approved by:

Dean's Use: Send to HR

HUMAN RESOURCE AUTHORIZATION

Approved by:

HR Use: Send to S&FA

For Office Use Only:

Office of Scholarship & Financial Aid

Processed by:

S&FA Use: Send to Payroll

Payroll Office

Processed by:

Updated 3/20/20