Received _____

Southeastern University

Application for Tuition Waiver

Employee

(Application must be submitted for each semester.)

Due date to return form to Student Financial Services: ⇨ **Fall Semester—Due July 10**
Spring Semester—Due December 10
Summer Semester—First day of class

Academic Period: Please check appropriate semester. Only one semester selection per form.
□ Fall 2013-14 □ Spring 2013-14 □ Summer 2013-14

NOTE! The Free Application for Federal Student Aid (FAFSA) ***must*** be completed if you are taking six (6) or more hours. (This excludes dual-enrolled students.) Graduate Students are not required to file FAFSA unless applying for Federal Student Aid.
Federal grants, state grants, and institutional awards cannot total an amount greater than the actual cost of attendance.

Employee's Name: _____ ID#: _____

Position: _____

Department: _____Department # (**required**): _____

Starting Date of Full-time Employment at Southeastern University: _____ ☐ Faculty ☐ Staff

Signature: _____ Date: _____

Classification: ☐ Senior ☐ Junior ☐ Sophomore ☐ Freshman
☐ Nondegree seeking ☐ Evening/Weekend, Online ☐ Graduate

Classes to be taken:

Course #	Course Description	Credits	Evening/Weekend, Online	Traditional Daytime
_____	_____	_____	☐	☐
_____	_____	_____	☐	☐
_____	_____	_____	☐	☐
_____	_____	_____	☐	☐
_____	_____	_____	☐	☐
_____	_____	_____	☐	☐

Office Use Only

On campus? □ Yes □ No

Tuition & Fees	$ _____
Vehicle Regis Fee	$ _____
Institutional Scholarship	$ _____
Financial Aid	$ _____
Total Waiver	**$** _____

APPROVAL

_____
Department Head Date

_____
Supervising Vice-President Date

_____
Human Resources Date

_____
Student Financial Services Date

Revised May 2013 dd