

Faculty/Staff Tuition and Fee Waiver request procedures:

- Complete the "FACULTY/STAFF TUITION AND FEE WAIVER REQUEST" form
- Attach a copy of OSU Class Schedule
- Complete the "Work Make-Up Schedule" form
- Complete, for *each class*, the "Academic Course Application" form(s)
- Complete the "FM Tuition Waiver Interoffice **Memorandum**" form***
- Employee/student sign all forms, obtain signature from manager/supervisor. Take to the Director's Administrative Assistant to obtain the Director's signature. The Admin. Asst. will then deliver to the CFO Administrative Associate. Once all have signed, a copy will go to Employee's personnel file from the CFO's office and originals to VP Weavers office and the Registrar.

If possible please have paperwork ready to submit 2 weeks prior to the first day of class to allow plenty of time for signature retrieval.

*****Memorandum is only needed for 7 or more hours.**