

CONCORDIA UNIVERSITY

WISCONSIN & ANN ARBOR

Financial Aid & Human Resource Office

Tuition Waiver Request Form

MUST COMPLETE EVERY ACADEMIC YEAR

Name of Employee

Employee F00#

Employee Status

Employment Start Date

Department/Position

Campus Phone No.

Complete if Waiver is for Dependent Child or Spouse:

Name of Student
(If not the employee)

Student F00#

Relationship to Employee

Indicate the Academic Year:

Indicate the Semester(s) and number of credits:

Fall

Spring

Summer

Required Signatures:

(In Order)

Employee

Date

*Save, and send
to Supervisor*

Supervisor

Date

(Only required when waiver is for employee)

Director of Human Resources

Date

Director of Financial Aid

Date

Waiver %

30%

60%

90%

100%

(Office use only)

Tuition waiver requests should be received by the Financial Aid Office prior to the beginning of the term in which it is to be applied. Tuition waivers will not be granted if they are received by the Financial Aid Office after a term has ended.