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 Please choose...

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 Please choose...

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

Submit To HR

(Only required when waiver is for employee)

Director of Human Resources Date

Submit To FinAid

Director of Financial Aid Date

Waiver %
(Office use only)

☐ 30% ☐ 60% ☐ 90% ☐ 100% ☐

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.