



Employee Legal Dependent, Child & Spouse Tuition Waiver

Instructions & Guidelines

This form should be completed during the student application process (before course registration), and returned to the Human Resources Department (RT 9th Floor) prior to starting classes each academic year. Questions may be directed to humanresources@csp.edu or 651-641-8846.

- The University reserves the right to deny the tuition waiver grant for limited enrollment programs
- Full-time and Part-time regular employees are eligible for the grant as outlined in the employee policy
- Eligible employees must be employed for at least one year before the grant will be applied
- The FAFSA form must be completed and returned to Financial Aid Office before the waiver will be considered
- The tuition waiver does not extend to taking graduate or doctoral level courses.
- Tuition above the standard rate will be billed to the student in addition to the percentage of tuition and applicable fees not covered by the waiver
- You will be notified by HR upon approval of the waiver and the applicable waiver will be applied to the student's account after census day each semester for which the waiver is approved

For the full tuition waiver policy, visit <https://www.csp.edu/about/csp-policies/employee-policies/> and scroll down to the Tuition Benefits section.

Employee & Student Information

Employee Name:		CSP ID:	
Student Name:		CSP ID	

Academic Year applied for:

Signature

I understand that I cannot utilize the student information system (BANNER) to view my dependent's confidential information (i.e. grades and financial information) Proxy Access must be entered by the dependent granting such access. I further acknowledge the benefit will only extend through the current term of enrollment should employment with the university cease.

Signature

Date

Employee Eligibility Evaluation

HR Office Use Only

Date of Hire:

FTE:

Eligible for Grant: Yes No

Sent to Financial Aid:

Human Resources

Date