



Montana State University-Billings Application for Faculty/Staff Tuition Waiver

****Complete this waiver only if you are attending MSU-Billings****

If attending classes other than at MSU-Billings, please complete that school's Waiver application & submit it to them.

Name _____

Date _____

Department _____

Campus affiliation _____

Student ID _____
(8 digit school ID or SSN)

Email address _____

Application is hereby made for a faculty/staff **tuition** waiver in accordance with Montana University System Policy 940.13 and MSU-BILLINGS policy as stated below:

“Activity, Recreation Activity, and Student Union fees may be waived for permanent University System employees who are employed at least .75 FTE (3/4) time during the entire period of enrollment. Permanent employees employed at least .75 (3/4) time for the entire academic year who are reemployed for the following academic year are eligible for a tuition waiver during the intervening summer term.”

Additionally, the following policies must be observed:

1. A class should not be taken during scheduled work time if it is also offered before or after scheduled work time.
2. Make-up time may not include breaks.
3. A minimum of one-half hour per day must be allowed for lunch.
4. Leave without pay and vacation time need to be carefully documented by supervisors.
5. Up to **six** (6) credit hours per semester may be requested.

Course #	Credits	Course Description	Time	Days
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Semester (choose one): Spring _____ Fall _____ Summer _____ Academic Year: _____

Manner in which absence from work is to be compensated:

Leave without pay _____ Make-up time _____ Vacation time _____ Courses outside scheduled time _____

Employee Signature _____ Date _____

Approval Signatures Required:

Supervisor Signature: _____ Date _____

Director/Dean Signature _____ Date _____

Human Resources Signature _____ Date _____

MSU Billings Financial Aid Signature _____ Date _____

For Office Use only	
Campus: COT Main	Code Amount
Grade Level: UG GR PB	
Solely Online: Y N	#25 \$ _____
Credits _____	#925 \$ _____
	Total \$ _____