

# FACULTY/STAFF WAIVER



Faculty/Staff Name \_\_\_\_\_

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

Check all that apply below:

\_\_\_\_\_ Full-time or permanent part-time employee (full tuition and fees waiver)

\_\_\_\_\_ Active part-time faculty (up to 4 credit hours tuition and student mandatory fees, excluding lab fees which the student must pay)

\*\*Hourly employees who are paid from extra help positions are **not** eligible for waivers.\*\*

\*\***NOTE:** Students that withdraw will be charged a non-refundable \$50 administrative fee\*\*

**To receive this waiver, the signed and dated form must be submitted to NPC Human Resources Office at the time of registration. If completed form is not submitted at registration, the student may be dropped from enrollment.**

Students receiving the Faculty/Staff Waiver must maintain a 2.0 GPA to keep the waiver. Students with GPA between 1.0 and 1.99 will be placed on academic probation and must regain a 2.0 within one semester or will become ineligible for a waiver. Students below 1.0 will lose the waiver.

Student Name	Student ID #	Semester	Relationship to Staff Member

Immediate family members may be eligible for faculty/staff waivers. Immediate family is defined as: “the employee, that employee’s current spouse, dependent children under the age of 26, and other family members who are dependent on the employee for at least 51% of their support.”

*The employee certifies that the dependent child has been claimed for income purposes in the preceding year and will be claimed during the time of the tuition waiver. The employee agrees to furnish documentation, including, if requested, copies of federal and state income tax returns to confirm claim of dependent status.*

\_\_\_\_\_  
Faculty/Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Department

\_\_\_\_\_  
Date

*For Financial Aid Office Use Only*

Waiver Amount \$ \_\_\_\_\_ Processed by: \_\_\_\_\_ Date \_\_\_\_\_