

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, excluding registration fee which student must pay)

_____ Active part-time faculty (one class up to 4 credit hours tuition and infrastructure fee waiver, excluding technology, lab, registration fees which student must pay)

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

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, and other family members who are dependent on the employee for at least 51% of their support.” **The Dependency Section from your latest IRS tax form must be submitted for verification purposes. If you do not have this documentation, contact the Assistant Director of Financial Aid. Additional documentation may be required.** Submit waiver form along with tax information to the office of Human Resources.

Faculty/Staff Signature

Date

HR Department

Date

For Financial Aid Office Use Only

Waiver Amount \$ _____ Processed by: _____ Date _____