



CENTRAL STATE UNIVERSITY

APPLICATION FOR FACULTY & STAFF REMISSION OF FEES

Effective January 1 1995 the University will include the cost of **graduate level courses on the employee W-2 as income whenever the Faculty Staff Tuition Remission is used.**

This is in accordance Section 127 of the Internal Revenue Code which was reauthorized by Congress in 1994.

Semester: _____ Academic Year: _____

Student: _____ Student ID# _____ Age: _____

Employee Name: _____ Employee ID#: _____

Relationship to Student: _____ Faculty _____ Staff

Level of Study: _____ Undergraduate _____ Graduate

- An application for employee waiver of tuition may be obtained from www.centralstate.edu
- The application must be properly completed and contain the appropriate approvals.
- **The application must be submitted and approved prior to the end of registration of classes. No application for the employee waiver of tuition will be approved after the registration period has ended.**
- The prospective student will submit the appropriate copy of the application to the Human Resources Office.

Employee Signature: _____ Date: _____

I CERTIFY BY AFFIXING MY SIGNATURE ABOVE THAT INFORMATION PROVIDED IS TRUE AND ACCURATE

Approvals

Area/Organization Manager Signature: _____ Date: _____

Human Resources Office Signature: _____ Date: _____

FOR OFFICE USE ONLY

Amount of Fee Remission: \$ _____ Credit Hours _____

Cash Management Signature: _____