



Tuition Waiver Form – Employee’s Spouse

Instructions: Please send completed waiver form (including Department Head/Chair signature) to Human Resources (hr@emerson.edu). Once approved, Human Resources will forward to Student Accounts, Financial Aid, and the Office of the Registrar for processing. The Registrar’s Office will send a PIN required for registration to matriculated students. Non-matriculating students will be registered by the Registrar’s office, on the Friday before the first day of class.

Employee’s Name: _____ Employee ID#: _____

Employee’s Date of Hire: _____

Spouse/Student’s Name: _____ Student ID#: _____

Eligible participants for this benefit include spouses of full-time staff and full-time faculty (tenure/tenure track and term faculty).

Year 20__ Semester (check one): Fall Spring Summer I Summer II Intersession*

Degree Program (check one): Undergraduate Graduate

Status (check one): Matriculated Non-Matriculated

*Intersession course credits will be charged to the semester immediately following.

An eligible full-time employee’s spouse is entitled to tuition remission for up to four credits per semester.

Course #	Credits	Course Title	Day/Time

Directed Studies and Direct Projects are not covered under this benefit. Internships are covered for matriculated students only. Two-credit courses MU 353 and MU 354 are covered for matriculated performing arts majors only (MU 253 and MU 254 are not covered).

I attest that the information presented on this document is true. I confirm that I have read and agreed to all provisions and exclusions under the Tuition Remission Benefit policy, including the information regarding taxation of tuition.

Employee’s Signature _____ Date _____

Spouse/Student’s Signature _____ Date _____

Approval Signatures: _____ Date _____
(Department Head/Chair)

_____ Date _____
(Human Resources Representative)