



**GREAT FALLS  
COLLEGE**  
MONTANA STATE  
UNIVERSITY

## Great Falls College MSU FACULTY & STAFF Tuition Waiver

Complete the information below to apply for the Faculty & Staff Tuition Waiver for courses at Great Falls College MSU. Signatures must be obtained from the employing campus.

Employee Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Employing Campus: \_\_\_\_\_ Dept.: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Enrollment:      Year: \_\_\_\_\_      Number of Credits: \_\_\_\_\_  
Semester:      \_\_\_\_\_ Fall      \_\_\_\_\_ Spring      \_\_\_\_\_ Summer

- Tuition may be waived, with the approval of the Department Chair/Supervisor and Human Resources, for permanent University System Employees who are employed at least  $\frac{3}{4}$  time (.75 FTE) during the entire semester. This applies to all Faculty and Staff. *Student, temporary, seasonal or fixed term employees are not eligible to receive this waiver.*
- If employment is terminated prior to the end of the term, the waiver will be revoked and the employee responsible for all costs associated with enrollment.
- Employees must re-apply for waiver each semester of enrollment.
- Employees who utilize this tuition waiver are eligible to use the Dependent Tuition Waiver for **only one** dependent in the same academic term (regardless of campus attending).
- Completed form must be submitted no later than the 15th day of class. Retroactive waivers will not be honored.
- Tuition waivers are granted for the first six (6) credits of residential tuition only. The following fees are not waived: registration fee, building fee, campus grounds/safety fee, online course fees, lab fees and other course fees, and program fees.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Department Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources/Personnel Signature

\_\_\_\_\_  
Date

Financial Aid Office  
Great Falls College MSU  
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