



CSI

EMPLOYEE TUITION WAIVER APPLICATION

Eligible CSI employees, their spouses, and their children may enroll in credited courses on a space available basis without paying basic tuition. This benefit and its requirements also extend to Retirees and their spouses. Children of retirees may register for credit classes without paying charges associated with credits as long as the child meets the following criteria:

- Under age 19 at the end of the year or
- A full-time student under age 24 at the end of the year for at least five (5) months of the year or
- Permanently and totally disabled at any time of the year

This waiver does not apply to any non-credit or continuing education program or class. Special course charges, such as activity and lab fees, must be paid by the employee by the due date for the term in which the student is enrolled.

A new Employee Waiver must be completed for each term in which the student is enrolled. Students who add or drop courses after the waiver has been submitted must email the Business Office at Accounts_Receivable@csi.edu to request that the amount of the original waiver be adjusted.

It is the responsibility of the employee/student to: complete this form in its entirety, have the form approved by Human Resources, and turned in to the Business Office by the due date. Late fees will apply for any course fees not paid or waivers not received by the due date.

EMPLOYEE NAME: _____		EMPLOYEE ID: _____	
STUDENT NAME: _____		STUDENT ID: _____	
RELATIONSHIP TO EMPLOYEE (self, spouse, child): _____			
YEAR: _____	TERM: _____	NUMBER OF CREDITS: _____	AMOUNT _____
_____ Employee Signature		_____ Date	
_____ Student Signature		_____ Date	

Human Resource verification of employment and eligibility

CSI Payroll Signature

Date