



# 2022-2023 REQUEST FOR TUITION REMISSION

Academic Program: (select one) Undergraduate: \_\_\_Day \_\_\_Online or \_\_\_Graduate  
Term/Semester (select one) \_\_\_Fall \_\_\_Fall A \_\_\_Fall B \_\_\_Spring \_\_\_Spring A \_\_\_Spring B \_\_\_Summer

## EMPLOYEE INFORMATION:

Employee's Name: \_\_\_\_\_ SS # \_\_\_\_\_  
*First Middle Last*

Employed with: (circle one) IW Consolidated Management National Management

Are you Full-time or Part-time Employee? \_\_\_\_\_ Department: \_\_\_\_\_

Employment start date: \_\_\_\_\_ Position Title: \_\_\_\_\_

Employee's Address: \_\_\_\_\_  
*Street Address*  
\_\_\_\_\_  
*City State ZIP Code*

For whom are you requesting Tuition Remission? (Circle one) SELF CHILD SPOUSE

Has the student applied for admission and been accepted to IW? YES NO

Date accepted to Iowa Wesleyan University: \_\_\_\_\_

Has student completed a FAFSA for this academic year? YES (date submitted \_\_\_\_\_) NO

**Please be sure to read the eligibility requirements on the backside of this form for more info.**

Employee Signature \_\_\_\_\_  
*Signature Date*

Supervisor Signature \_\_\_\_\_  
*Signature Date*

### Complete below if requesting Tuition Remission Benefit for Child or Spouse

Child's/Spouse's Name: \_\_\_\_\_

Child's/Spouse's Date of Birth: \_\_\_\_\_ SS # \_\_\_\_\_  
*Month Day Year*

Child's/Spouse's Address: \_\_\_\_\_  
*Street Address*  
\_\_\_\_\_  
*City State ZIP*

### To be completed by Financial Aid Office

How many cumulative credits has the employee/child/spouse attempted at IW? \_\_\_\_\_  
*The Tuition Remission benefit is available for a maximum of 16 credit hours per semester and 120 cumulative credit hours.*

What is the employee/child/spouse cumulative GPA? \_\_\_\_\_  
*A minimum 2.0 Cumulative GPA for undergraduate students (3.0 Cumulative GPA for graduate students) must be maintained to qualify.*

\_\_\_\_\_  
*Financial Aid Office Signature Date*

\_\_\_\_\_  
*Human Resources Office Signature Date*

This form must be completed for each semester for which the Tuition Remission benefit is being requested. All course fees, books, independent study course tuition, or other fees as well as tuition forfeited due to untimely filing of the FAFSA will be the student's responsibility.

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## ELIGIBILITY REQUIREMENTS

The full tuition remission policies found in the Employee Handbook located on the IW website (<https://www.iw.edu/employee-handbook>) It is the responsibility of those individuals receiving this benefit to read and comprehend the details of this policy.

1. All students must complete the application for admission and be accepted to Iowa Wesleyan University.
2. Students must complete the Request for Tuition Remission form before they sign up for their classes for the upcoming semester.
3. Undergraduate students receiving tuition remission and who are taking more than six credits per semester must file the FASFA by the July 1 deadline for that academic year to determine their eligibility for federal and state grants. FASFA applications are available October 1. Failure to file a FASFA by the July 1 deadline will reduce the amount of tuition remission received. Any forfeited tuition amount will become the student's responsibility.
4. Graduate students are only required to file the FASFA if they are choosing to apply for student loans.
5. Any State or Federal financial aid grants, Pell Grant, Iowa Tuition Grant, or outside scholarships awarded to the student will reduce the total amount of tuition remission applied to the student's account.
6. Students receiving tuition remission are not eligible for any other type of institutional aid.
7. Employees who have an outstanding financial obligation to their qualifying employer, or those who do not have 2.0 cumulative undergraduate GPA (3.0 cumulative for graduate studies) are not eligible for the tuition remission benefit.
8. Students receiving the tuition remission benefit who also receive student loans will have their loan proceeds applied first to any balance owed to Iowa Wesleyan University for such expenses as books or other fees not covered by tuition remission.
9. Undergraduate tuition remission is available to employees, their spouses and their children as defined in the Employee Handbook. Graduate tuition remission is available to employees only.
10. It is at the discretion of the employee's supervisor to allow an employee to take a course during their regularly scheduled work hours. Employees that take a course during their normal working hours may be required to make up the time spent away from work due to class attendance.
11. Employees must remain employed by their qualifying employer for the duration of the course to remain eligible for the tuition remission benefit. If an employee leaves their employment voluntarily while enrolled in course work at the University, the benefit will be rescinded for that term and the employee will be responsible for the tuition charges. If an employee's termination is the result of layoff or death, the tuition remission benefit will remain in place for the remainder of that term.
12. Employees must maintain employment with their qualifying employer for one month per credit hour ("employment payback period") after the satisfactory completion of a course unless termination is the result of layoff or death. Those employees who leave employment prior to completing the employment payback period will be charged 100% of the tuition for the credits for which the employment payback period has not been met.
13. The tuition remission benefit will be applied to the employee's account following confirmation of completion of the course with a grade point of 2.0 ("C" grade) or higher for undergraduate coursework or a grade point of 3.0 ("B" grade) or higher for graduate coursework. If the course



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completion or grade point requirements are not satisfactorily met, 100% of the tuition for the course will become due and payable by the employee.

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