

B. ENROLLMENT

To be eligible to continue receiving a tuition waiver, the student must either maintain at least 2.00 cumulative grade point average, or have earned at least a 2.00 grade point average for the work completed during the year preceding the semester of the waiver. The calculation is based on the total grade points earned divided by the number of graded semester hours attempted. This information is clearly stated on the grade report and transcript. Although the Registrar's office does not include transfer credits in the cumulative GPA calculation, for purposes of determining tuition waiver eligibility, we include these credits and grades if it is to the student's advantage. *The student needs to request an official transcript to be forwarded to Human Resources.*

Date of Request _____

C. COSTS

The student must be enrolled at full-time status (12-19 semester hours) each semester. A student who is otherwise eligible for a waiver of full tuition but is enrolled for less than full time status per semester is eligible for a waiver of 50% tuition.

For what semester or academic year are you requesting a tuition waiver? _____

1. The waiver is limited to a maximum of four academic years (eight semesters under the Wittenberg semester plan) for those students who are enrolled at full-time status. If a student is enrolled at full-time status during a summer session (minimum 12 hours) that session counts toward the maximum eight semesters allowed. A student who is otherwise eligible for a waiver of full tuition but is enrolled during a summer session for less than full-time status is eligible for a waiver of 50% tuition and these classes do not count toward the maximum eight semesters allowed.

What is the number of semesters for which this child has previously received a tuition waiver? _____

Has this child received a tuition waiver for classes taken during the summer? Yes No

2. Should the student complete the bachelor's degree requirements whether at Wittenberg or elsewhere, or through a combination of both, the child is not entitled to a further waiver although the child may have received a waiver for a total of less than four years, or eight semesters of full-time study.

Approval Signature: _____ Date: _____

Associate Vice President for Human Resources
Special Assistant to the President

Voucher Issued _____

Amount \$ _____

By _____