

## Manual Tuition Waiver Request Form

Use this form to request a tuition waiver for a:

- Retired DePaul University employee
- Dependent of retired DePaul employee with tuition benefits
- Unrelated Second Domiciled Adult (SDA) of a full-time employee
- Special arrangement with DePaul University
- Other \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Employee's SS#/Employee ID number: \_\_\_\_\_

Dependent's/Second Domiciled Adult's Name: \_\_\_\_\_

Dependent's/Second Domiciled Adult's Student ID Number: \_\_\_\_\_

If waiver is for a dependent, please specify designation:  Spouse  Child

Academic Year: \_\_\_\_\_ / \_\_\_\_\_  
Year/Year

Student Status:

- Undergraduate  Graduate

Term:

- Fall  Winter  December  Spring  Summer I  Summer II  
Interession
- Summer Term (10-Weeks)  Law Fall  Law Spring  Law Summer

How many credit hours are you requesting be waived for the term indicated above? \_\_\_\_\_

Please list the following information for the courses your tuition waive is to be applied for the above term:

Course Number	Course Name	College/School	Term/Year

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dependent's/SDA's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If applicable)

Human Resources Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**This form must be submitted before the last day to drop classes with no penalty; refer to the Academic Calendar for these dates by visiting [go.depaul.edu/calendar](http://go.depaul.edu/calendar).**

For more information regarding the tuition waiver program, please refer to the tuition waiver policy located on the university policies and procedures website at <http://policies.depaul.edu>.