



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 ¾ 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 not eligible to use the Dependent Tuition Waiver for 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
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