

Eastern Illinois University
Human Resources

Graduate Application Fee Waiver
Civil Service, Faculty, Administrative & Professional

This form implements the Board of Trustees education benefits policy for civil service, faculty, administration & professional employees. The form should be completed by the employee and approved by the employee's supervisor and Eastern Illinois University's Benefits Office **before** applying to the Graduate School. Once approved, attach the form to the graduate application when returning to the Graduate School.

Civil Service: ____ Faculty: ____ A&P: ____ E-Number: _____

Employee Name: _____
(Please print or type)

Department/Organization: _____ % Employment _____

Institutional Address: _____
(if other than EIU) _____

Approvals (**Signatures required**)

Employee: _____ Date: _____

Supervisor: _____ Date: _____

EIU Benefits: _____ Date: _____

Please return to Eastern Illinois University, Benefit Services, Room 2020, Old Main.

The employee is still responsible for completing a tuition fee waiver each semester enrolled to have tuition and fees waived. Failure to obtain the approved tuition and fee waiver form prior to beginning course work each semester may result in the employee being held financially responsible for courses taken.