

This form is used by employees and dependents to request a waiver of a required program deposit.

Section 1

Academic term: _____

(Fall, Winter, Spring, or Summer)*

Academic year: _____

Employee status: _____

*Terms with multiple sessions are considered one academic term for tuition waiver purposes
e.g., summer sessions 1 and 2 are considered one academic term.

☐ F/T Faculty or Staff

☐ P/T Faculty

☐ P/T Staff

☐ Retiree

☐ Other *please explain* _____

Section 2

Student's Name

Relationship to Employee

Student's NU ID Number

Employee's Name (if different from Student's)

Employee's NU ID Number

Department

Campus Location

Phone Number

Supervisor's name

Section 3 *Indicate the applicable school or program*

__ Undergraduate Program __ Full-time or __ Part-time Graduate Program __ Law School

Section 4

In accordance with Northeastern University's policy, my signature certifies that I have read the Tuition Waiver Program Guidelines and am enrolling as a student at Northeastern or the student listed above is my spouse, domestic partner or my unmarried dependent child or the dependent child of my domestic partner as defined under current IRS tax regulations.

Employee's Signature

Date

Section 5

HRM Approval

Date

Forms will be reviewed for completeness and eligibility. You will be notified if any additional information is needed. Mail completed form to **Human Resources Management, 250 Columbus Place** or fax to **(617) 373-7610**. For Undergraduate Programs, HRM will forward the form to the Admissions Office. For graduate programs, the form will be returned to the employee for forwarding to the appropriate graduate program, school or college.