

EMPLOYEE FEE WAIVER APPLICATION

EMPLOYEE STATUS: FULL-TIME PART-TIME* RETIREE-DATE OF RETIREMENT _____

Printed Name: _____ **BGSU ID #** _____

Employee Signature: _____ **Course Location:** Main Firelands

Employee Type BGSU Employee (non-auxiliary) BGSU Auxiliary Services Employee Univ. of Toledo Employee

Academic Yr: ____ **Semester:** Fall Spring Summer **Academic Career:** Graduate** Undergraduate

** Note: If you are a part-time (PT) faculty member, your College Dean's Office must validate eligibility by completing the following section (Please forward to the Office of Human Resources once complete.):*

Has the PT faculty member taught an accumulative of 24 credit hours without a break in service in any academic year?

Yes No

How many credit hours is the PT faculty member teaching this academic year?

0-1 2-5 6-8 9+

Department _____ **Date:** _____

Supervisor/Dept. Head Approval: _____

***Note: The excess of Graduate level classes where the benefit exceeds \$5,250.00 in a calendar year are taxable for the employee. All graduate students enrolled in undergraduate courses will be assessed graduate level fees.*

FOR USE BY HUMAN RESOURCES

Permanent Part-Time. Works _____ hours/week and is eligible for _____ credit hours during academic year.

HR APPROVAL: _____ **DATE:** _____

- This form must be completed for each semester.
- Please send this form to the Office of Human Resources (OHR) for processing.
- For each semester, this form will be accepted eight (8) weeks prior to the beginning of the semester through 5:00pm on the Friday before Commencement for that semester.
- Late and penalty fees are the student's responsibility.
- Policy for classified and administrative staff located at <http://www.bgsu.edu/downloads/execvp/file84730.pdf>
- Policy for faculty staff located at <http://www.bgsu.edu/downloads/bgsu/file916.pdf>