



Spring 2019 SEMESTER

Tuition Waiver Application Guidelines for FAMU Employees

The following steps are provided to inform you of the actions to take to apply to the FAMU Employee Tuition Waiver Program. Please read and follow each step:

1. Complete the current FAMU Employee Tuition Waiver Enrollment Form in its entirety
 - This form is accessible at:
www.famu.edu/index.cfm?a=hr&p=forms
2. Employees must obtain the approval of their immediate supervisor, department head and administrative head(s) as shown on the FAMU Employee Tuition Waiver Enrollment Form
 - It's the responsibility of the employee to obtain all necessary approvals prior to submitting the FAMU Employee Tuition Waiver Enrollment Form to the Office of Human Resources (HR)
 - HR will determine the employee's eligibility to participate in the program
 - Submit to HR a course letter of justification signed by the immediate supervisor substantiating the reason(s) for the course(s) is/are an extension of training
 - Incomplete waivers will be returned and will not be processed by HR
3. To request a waiver of the Late Registration Fee, complete and submit the Request to Waive form to the Office of the Registrar, 112 Foote-Hilyer Administration Center
 - This form is accessible at:
<http://www.famu.edu/index.cfm?Registrar&Forms>
 - It may be electronically submitted to the Registrar's Office at registrar@famu.edu

Please note:

- FAMU employees shall self-enroll via iRattler and register for classes during the Non-Degree Seeking, FAMU and State Employees registration period
- Employees registering for classes prior to the late registration period will not be considered eligible for the tuition waiver
- Fees not covered by the Tuition Waiver Program must be paid to Student Accounts by the due date

Important Dates

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December 14, 2018

- Last day to submit the Tuition Waiver Enrollment Form to HR

January 7, 2019 to January 11, 2019

- Registration for Non-Degree Seeking, FAMU and State Employees

January 22, 2019

- Last day to submit fee(s) to Student Accounts without a late fee*



* Transportation Access Fee, ID Card Fee, Differential Fee as well as any other miscellaneous fee(s) are not covered by the Tuition Waiver Program. It is the responsibility of the student to make sure their fees are paid by the due date.