



MU Employee Application for Graduate Tuition Benefit Graduate Studies

The faculty/staff benefit value is the total amount of assessed System Capital and E&G tuition fees for a maximum of three credit hours. Expenses NOT waived under the provisions of this award include: Standard Auxiliary fees, e-course fees, laboratory fees, and Health Professional Fee for Biomedical Sciences Ph.D. candidates. Fees are payable on the due dates established by the Bursar.

Programs ineligible for this benefit include Social Work, Pharmacy, Physical Therapy, Public Health, and Nurse Anesthesia Practice and Management (DNAP).

Changes in the Marshall University policy and/or procedure related to the awarding of graduate tuition benefits may be made at any time without prior notice.

SECTION 1: Employee information

Name _____ MUID _____

Address _____

City _____ State _____ Zip Code _____

Major/Program _____ Email _____

Work Phone _____ Home Phone _____

Term for which a tuition benefit is requested: Semester: _____
Year: _____

SECTION 2: Supervisor certification of employee's full-time employment at Marshall University

Employee's position title _____ Department/Unit _____

I certify that the above-named employee is employed full-time. Yes No

This course of study will enhance employee's job skills. Yes No

Supervisor Signature _____ Date _____

SECTION 3: Employee Signature

I understand that if this benefit is approved, I must pay all fees that are not discounted under this award and that my enrollment will be cancelled if the fees are not paid by the posted deadline. Note that fees not covered by the benefit are subject to change without notice.

Employee Signature _____ Date _____

SUBMIT APPLICATIONS TO:

Academic Affairs
One John Marshall Drive
Old Main 200
Huntington, WV 25755
graduatestudies@marshall.edu

For Office Use Only:		
Undergraduate GPA _____	(only for first semester graduate students)	
Graduate GPA _____	Graduate Hours Completed _____	
Residency Status: <input type="checkbox"/> Resident	<input type="checkbox"/> Metro	<input type="checkbox"/> Nonresident