



Tuition Exemption Form

Student Name _____ **Cars ID:** _____

Student e-mail: _____

Employee Name & relationship to student _____

Date _____ **Term:** **SUMMER** **FALL** **SPRING**

Signature of approving authority: _____

Please check the eligible exemption. Individuals can qualify for only one exemption. Students receiving special tuition pricing are not eligible. Independent or directed studies do not qualify for an exemption. This completed form is to be given to the Human Resources Office for processing. ALL items **marked with a *** must be renewed each term for the exemption to be applied.

STUDENTS WHO WITHDRAW FROM AN ONLINE COURSE ONCE THE SEMESTER BEGINS WILL BE CHARGED A SEAT FEE OF \$150.

Check Here	Exemption	Full time Student	%	CODE	Please contact the office below for authorization	Dollar Amount
Undergraduate Students:						
	Full-time employee, spouse, dependent child * Dependent children as defined by IRS up to 152 attempted credit hours + student responsible for all fees including diploma and student teaching.	No	100	STAF	Human Resources	
	Part-time employee and spouse, dependent children * Dependent children as defined by IRS	No		STAF	Human Resources	
	Full time employee and Immediate Relative Includes independent children, sister, brother, nephews, nieces, grandnephews, grandnieces, mother, father, grandchild *	No	10	STAF	Human Resources	
	Sister of Notre Dame	Yes	60	REL	SND Liaison	
	Pastoral Ministry Students Philosophy/Theology courses only *	Yes	33	PSR	Center for Pastoral Ministry	
	Sisters From Other Orders	Yes	10	REL	SND Liaison	
	Notre Dame Graduate not for TEEL students	No	33	ALUU	Registrar	
Office of Professional Development/The Finn Center						
	Full-time employee, spouse, dependent child * Dependent children as defined by IRS. Student responsible for all online fees. Does not include courses delivered by an outside vendor.	No	100	STAF	Human Resources	
Graduate Students						
	Fulltime employee and their spouses Up to program requirements + 6 credit hours + student responsible for all online fees	No	100	STAF	Human Resources	