Tuition Deposit Waiver Form

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

Section 1
Academic term: ___________________  Academic year: _______
(Fall, Winter, Spring, or Summer)*

*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.

Employee status: _______________

□ 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.