

**MFA IN CREATIVE WRITING TUITION WAIVER FORM**

**MFA Tuition Waiver for Eligible Employees Policy**: Subject to IAIA’s normal admission requirements and his/her supervisor’s prior approval, a full or part-time employee who has been employed at least six months and is accepted into the residency-only or full-time MFA in Creative Writing may enroll for one (1) 3-credit residency workshop at IAIA per semester, tuition-free, provided the paid residency workshop enrollment is at least 4 and not more than 1. Permission may be denied in cases where the employee is in corrective action for performance issues, or when the employee’s absence from work would affect the department’s operation. A non-exempt employee who takes an IAIA college class will not be paid for the time he/she is attending the class. Exempt employees are expected to work the amount of time necessary to perform their job duties. **Submit this tuition waiver to Human Resources by “Add/Drop” course deadline. Failure to turn in the waiver by this deadline will result in paying full tuition.**

DATE:

I AM AN EMPLOYEE REQUESTING A TUITION WAIVER FOR THE FOLLOWING CLASS:

MY NAME (PRINT):

EMPOWER ID #:

NAME OF MY SUPERVISOR (PRINT):

CLASS REQUESTED: INSTRUCTOR:

CLASS SCHEDULE:

CHECK ONE: AUDIT [ ] CREDIT [ ]

SEMESTER (FALL/SPRING, YEAR):

HR’s Approval: Employee has been employed at IAIA for a minimum of six (6) months

HR’s Confirmation:

Supervisor’s Approval: I grant permission for this class to be taken.

Supervisor Date:

SIGNATURES:

Employee: Date:

Advisor: Date:

Student Accounts: Date: