

**PETITION FOR WAIVER OF TUITION AND FEES**  
(FOR FULL TIME EMPLOYEES ONLY TAKING SHEPHERD UNDERGRADUATE COURSES)

ACADEMIC AND NON-ACADEMIC PERSONNEL

**SHEPHERD UNIVERSITY**

NAME \_\_\_\_\_ STUDENT IDENTIFICATION # \_\_\_\_\_

STREET/PO BOX \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

TO BE CONFIRMED BY HUMAN RESOURCES

LENGTH OF FULL TIME EMPLOYMENT AT SHEPHERD UNIVERSITY \_\_\_\_\_  
(SIX CALENDAR MONTHS MINIMUM)

DATE \_\_\_\_\_ CONFIRMED BY \_\_\_\_\_

SEMESTER/ACADEMIC YEAR \_\_\_\_\_

SIGNATURE \_\_\_\_\_

APPLICANT'S SIGNATURE

**PROPOSED COURSES (SIX HOURS MAXIMUM)**

CRN #	SUBJECT	CRS.NO.	SECTION	TITLE	CREDIT	AUDIT	TIME

If taken for Pass/Fail, please complete the [Pass/Fail](#) option form.

**\*THE CRN MUST BE ENTERED BEFORE YOUR REGISTRATION CAN BE PROCESSED.**

**PERMISSION IS GRANTED FOR THIS EMPLOYEE TO ENROLL IN THE CLASSES LISTED ABOVE**

DATE \_\_\_\_\_ APPROVED BY \_\_\_\_\_  
IMMEDIATE SUPERVISOR

NOTE: If you were **not** enrolled for classes the previous semester you must submit an Application for Admission (available in the Admissions Office) if you are a degree seeking student. If you are a special non-degree student you must complete the non-degree student Registration Form (available in the Registrar's Office). You may be required to list the cost of this class(es) as income on your Federal Income Tax Forms. If you are a Graduate Student, please see the Graduate Office for a Graduate Waiver.

**RETURN FORM TO THE REGISTRAR'S OFFICE BY THE PREVIOUSLY ESTABLISHED DEADLINE**