

**Shepherd University - School of Graduate and Professional Studies  
Petition for Employee Waiver of Tuition (Shepherd University/Blue Ridge CTC)**

Date Received by Graduate Studies: \_\_\_\_\_ (office use only)

Semester (one form per semester):  Fa  Sp  Su Year: \_\_\_\_\_

Name: \_\_\_\_\_ Student Identification # (SID): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Email (Shepherd student or staff email): \_\_\_\_\_ Phone: \_\_\_\_\_

Directions: Use this form if you are a full-time employee of Shepherd University or Blue Ridge Community and Technical College and have been employed by that institution for a minimum of 6 months prior to start of first day of classes in the semester in which you want to apply the waiver. If you are not an employee and would like a tuition waiver, please use the Student Waiver Form. All forms are located on the Graduate Studies website under Resources and Forms. Maximum of 6 credits per semester may be awarded.

**Deadline for full consideration: Fall Semester – July 1; Spring Semester – November 1; Summer – March 1  
Missed deadlines may result in denial of request.**

Check appropriate box.

Shepherd University Employee  BRCTC Employee

**Degree Program**

MA-APST  MA-CSDA  MA- C&I  MAT

MBA  MS-DAIS  DNP  MA-CSDA/MBA

**Credit Hours Requested:**  3 credit hrs  4 credit hrs  5 credit hrs  6 credit hrs

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**Human Resources and Dean Use Only**

Date of 6 month minimum met which must precede first day of semester of semester requested: \_\_\_\_\_

Name and Title of HR Verifier: \_\_\_\_\_

Signature of HR Verifier: \_\_\_\_\_ Date: \_\_\_\_\_

***Electronic signatures may be used when submitted to the School of Graduate and Professional Studies.***

Approved:  3  4  5  6  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Graduate and Professional Studies