

Eastern Illinois University  
Human Resources

Civil Service Undergraduate Application Fee Waiver

This form implements the Board of Trustees education benefits policy for civil service, faculty, administration & professional employees. The form should be completed by the employee and approved by the employee's supervisor and Eastern Illinois University's Benefits Office before applying to the Eastern Illinois University or the Board of Trustees Degree Program.

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I am applying to: EIU: \_\_\_\_\_ BOT B/A: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(Please check one)

Employee Name: \_\_\_\_\_  
(Please print or type)

Department: \_\_\_\_\_ % Employment \_\_\_\_\_

Institutional Address: \_\_\_\_\_  
(if other than EIU) \_\_\_\_\_  
\_\_\_\_\_

Approvals (Signatures required)

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

EIU Benefits: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYEE'S RESPONSIBILITIES:** The employee should attach this approved waiver form to the application when returning the application to the Admissions Office. The employee is still responsible for completing the Civil Service Tuition Fee Waiver to have tuition and fees for courses waived. Failure to obtain the approved tuition and fee waiver form prior to beginning course work each semester may result in the employee being held financially responsible for courses taken.