

**Fort Hays Tech | North Central Dependent Tuition Waiver**

**Eligible Participants:**

- **Spouse** – the lawful spouse of an \*eligible employee.
- **Dependent Child** – an unmarried natural child, adopted child, stepchild or legal ward of an \*eligible employee.
  - Dependent child must be under the age of 25 on the first official day of classes of the applicable term.
  - The dependent may be claimed as a dependent of the employee for income tax purposes based on IRS guidelines.
  - In the case of a legal separation or divorce, a natural or adopted child or legal ward may participate regardless of which parent declares the child as a dependent for income tax purposes.

*\*An eligible employee is an active employee of an Fort Hays affiliated institution, in good standing, with a contract stipulating work of at least fifty (50) percent of full-time in a contract year. There is no length of service requirement for this benefit, eligible employees and their qualifying dependents may apply for this benefit immediately upon the employee’s hire.*

**Program Guidelines:**

- Participant must be admitted to a Fort Hays affiliate institution.
- A maximum of 12 undergraduate credit hours per semester is covered for fall and intersession/spring and 9 undergraduate credit hours in the summer.
- Other than tuition, participants must pay any applicable course fees and other course related expenses.
- On-campus, online, and concurrent credit hours are included.
- A 2.0 minimum cumulative GPA must be maintained.
- Employee must seek approval and obtain signatures from their supervisor and the appropriate VP/Dean on the Tuition Assistance application.
- Non-credit workshops and community education courses are not included.
- Participants of part-time employees will receive tuition reduction commensurate with the level of FTE (i.e., The spouse/dependent of a .5 FTE employee will receive a 50% reduction in tuition)
- If the participant withdraws from a course or program, any applicable tuition refund(s) for course or program withdrawals will reduce the participant’s tuition waiver up to the full amount of the waiver before a check or direct deposit refund is given to the student.

<b>APPLICATION DEADLINES</b>	
Fall Semester	First Friday in August at 4:30 pm
Intersession/Spring Semester	First Friday in December at 4:30 pm
Summer Semester	First Friday in May at 4:30 pm

Send completed form to:

Dr. Corey Isbell, VP of Student and Instructional Services, Fort Hays Tech | North Central  
cisbell@fhtechnnc.edu

**FORT HAYS TECH NORTH CENTRAL**

**BELOIT CAMPUS**  
3033 U.S. Highway 24  
Beloit, KS 67420  
785-738-2276

**HAYS CAMPUS**  
2205 Wheatland Ave.  
Hays, KS 67601  
785-625-2437

To be completed by the Employee:

**Employee Name:** \_\_\_\_\_

**Employed at which Fort Hays Affiliate (check one):**

Fort Hays State University       FH Tech | North Central       FH Tech | Northwest

**Student Name:** \_\_\_\_\_

**Relation to Employee:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Total number of credit hours to be waived:** \_\_\_\_\_

**Semester you are applying for:**  Spring 20\_\_\_\_  Summer 20\_\_\_\_  Fall 20\_\_\_\_

Below, indicate the classes (include course numbers and names) you are requesting a waiver for:


*By my signature, I certify the above information is correct and that any person for which a tuition waiver claim is made is currently a legal dependent as defined in the guidelines above. I agree to provide appropriate documentation if requested.*

**Employee Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

To be completed by the Employee's Supervisor:

**Supervisor Name:** \_\_\_\_\_

**Supervisor Title:** \_\_\_\_\_

\_\_\_\_\_  
*Supervisor Signature*

**The Employee listed above is:**

- Actively Employed
- \_\_\_\_\_% of Full-Time
- In Good Standing

\_\_\_\_\_  
*Date*

To Be Completed by FH Tech | North Central:

\_\_\_\_\_  
*VP of Student & Instructional Services*

\_\_\_\_\_  
*Date*

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