



## Tuition Waiver Request Process Westfield State University

Full time employees in a benefits eligible position can submit a [Tuition Waiver Request Form](#). A six-month waiting period is required for AFSCME employees. Employees can request a tuition waiver for themselves, a spouse, dependent and non-dependent children. If a dependent child is planning to attend the University of Massachusetts or a community college, the dependent child must not be over 25 years of age and must have been claimed as a dependent on the employee's previous year's income tax. There are no restrictions for the other state colleges and other universities in Massachusetts. Employees need to contact the bursar's office at the college of their choice for the exact amount of tuition waived. Students can attend classes full-time or part-time and in the summer. Employees should refer to their collective bargaining agreements for specific guidelines and/or contact the Human Resources office at 413-572-8730.

### THE FORM PROCESS AND DISCOUNTS:

- The [Tuition Request Form](#) is on MyWestfield—Employee Resources—Human Resources. Click on Tuition Waiver Request Form.
- Type right on the form or print out a blank form and print out the information. To request a blank form from the Human Resources office—call 413-572-8730.
- Use your legal name. Use your 'state' title such as Clerk IV, Staff Assistant. Do not use your campus working title such as secretary, manager, or counselor.
- Mail the form to the Human Resources office, Attention: Tuition Waiver Request Form.
- A Tuition Request Form is required for every semester and may be submitted up to two months ahead of each semester.
- Costs vary at every institution. At WSU contact Student Accounts ext. 3090 or at [studentaccounts@westfield.ma.edu](mailto:studentaccounts@westfield.ma.edu).

### THE CERTIFICATE OF ELIGIBILITY FOR SYSTEMWIDE TUITION REMISSION

Once an employee submits the Tuition Waiver Request Form to the HR office, it will be processed and an employee will receive a Certificate of Eligibility for System wide Tuition Remission form that is signed by the Chief Personnel Officer (or Designee). The employee needs to sign and date this form. Also, the employee's department head needs to sign and date the form. The employee presents this certificate to the Bursar's Office at the college where the student is attending. WSU is not responsible for delivering your certificate.

**100% off Tuition Only:**

- Senior Citizens (MA resident > 60)
- Vet (if SGASTDN vet tab says so)
- All APA Dependents

**50% off Tuition Only:**

- All other state employees and dependents (Not WSU)

**WSU Employees:**

- AFSCME/Non-Unit Classified covered at 100% tuition and fees
- APA/MSCA/NUP pay only \$75 for Tuition + Fees

**WSU Dependents:**

- AFSCME - 50% off Tuition
- APA/MSCA - 100% Tuition

**We do not accept:**

- Native American
- Foster Child
- National Guard\*
- John & Abigail Adams

\*\*We do not accept the National Guard tuition and fee waiver certificates

**Tuition Waivers cannot be combined with the early payment discount**

**Forms:**

[Tuition Waiver Request Form](#)