

Mason's Tuition Waiver Program

The Application Process

Introduction Eligible faculty, staff, and non-student wage employees may participate in Mason's Tuition Waiver program by completing the steps listed below.

Step	Action
1.	Fill out an online application available at http://admissions.gmu.edu/ <ul style="list-style-type: none">• On the payment screen, the last screen of the application process, select the tuition waiver option to waive the \$40.00 application fee.<ul style="list-style-type: none">○ The Admissions Department recommends applying online Monday through Saturday to ensure that this payment option will appear.○ The Admissions Department will follow up to verify employment.
2.	Check the status of your application through Patriot Web and forward all outstanding required documentation (transcripts, etc.). <ul style="list-style-type: none">• Non-degree students are required to submit transcripts to the Admissions Department in order to enroll in classes.• The Admissions Department will email a notification of acceptance once the application has been approved.
3.	Register for classes.
4.	Complete an Employee Tuition Exemption Request, available at http://hr.gmu.edu/forms/TuitionExemptionRequest.doc , for each course in which you are registered.
5.	Submit your Tuition Exemption Request(s) to your supervisor/manager for his/her signature.
6.	Submit your signed Employee Tuition Exemption Request(s) to Student Accounts after you have registered, but prior to the payment due date.

**Eligibility,
Academic
Requirements,
and Special
Restrictions**

To learn more about Mason's eligibility, academic requirements, and special Academic restrictions, read George Mason University's Tuition Waiver Policy 2209Requirements available at <http://www.gmu.edu/facstaff/policy/newpolicy/2209adm.html>