



STUDENT SERVICES DEPARTMENT

ABLE EMPLOYEE TUITION WAIVER APPLICATION FORM

ABLE Employee Tuition Waiver Policy:

Humphreys University provides a 50 % ABLÉ Employee Tuition Waiver, awarded as a quarterly scholarship of the total cost of tuition to Academy of Business, Law, and Education (ABLE) employees.

Tuition Waiver Terms and Conditions:

- **Submission Deadline:** Submit by the final Friday of the current quarter. Late submissions will be considered on a case-by-case basis.
- **Outstanding Tuition:** After the ABLÉ Employee Tuition Waiver is disbursed, students must pay any remaining tuition by the last Friday of the quarter. Outstanding balances must be settled by the final Friday of the quarter; failure to do so will result in the denial of registration for the ensuing quarter.
- **Program Exclusion:** Does not apply to the LAW.JD program.
- **Institutional Aid Restriction:** Cannot be combined with any other Humphreys University tuition waiver or scholarship.
- **Tuition Coverage:** Covers tuition only; credited directly to the student's account.
- **Impact on Financial Aid:** May impact Title IV or State Aid eligibility.

Eligibility Requirements:

Admissions Requirements: Fulfill all Humphreys University admissions criteria.

Employment Requirements:

- Minimum one academic year of continuous full-time employment at ABLÉ (e.g., August through May) as defined by the Academy of Business, Law, and Education (ABLE).
- Long-term teacher substitutes are not eligible.
- The tuition waiver for ABLÉ employees who are terminated, laid off, or resign will conclude at the end of the quarter.

Non-Retroactive: Applies only to the current quarter.

Academic Standing: Ends upon academic suspension or expulsion.

Satisfactory Academic Progress Requirements:

- Must maintain satisfactory academic progress.
- Failure to do so results in ineligibility for the waiver until progress is restored.
- During periods of ineligibility, the student is responsible for all educational costs/tuition.
- An approved academic or financial aid appeal will not reinstate eligibility for the waiver.

Satisfactory Academic Progress Defined:

- Quarter GPA: 2.0 (undergraduate) or 3.0 (graduate/teaching credential).
- Cumulative GPA: 2.0 (undergraduate) or 3.0 (graduate/teaching credential).
- PACE (Program Completion Rate): Maintain a 66.67% cumulative completion rate of all attempted credits.
- Timeframe Requirement: Complete the academic program within 150% of the required credits.

SECTION 1 – Student Information

Students must apply for the ABLÉ Employee Tuition Waiver for each quarter of enrollment by submitting the ABLÉ Employee Tuition Waiver form to their Student Account Specialist:

- Chia Xiong – chia.xiong@humphreys.edu
- Linda Casteel – linda.casteel@humphreys.edu
- Mai Xiong – mai.xiong@humphreys.edu

Complete 1 – 5 below:

1	Student Full Name	
2	HU ID Number	
3	Full-Time Employment Start Date (Month and Year) [Enter Start Date Here]	
4	Quarter and Year Applying For [Enter Quarter and Year Here]	
5	Alternative Payment Method for Outstanding Tuition Balance: Select choice	<input type="checkbox"/> Financial Aid (State or Federal Grants and/or Direct Student Loans) <ul style="list-style-type: none"> • Students who accept state or federal financial aid are responsible for repayment of all Federal Direct Loans borrowed as per their Master Promissory Note and any other program regulations related to the terms and conditions of the award. <input type="checkbox"/> Other, complete #6
6	Enter Other Source Payment	

Certification of Compliance:

- I certify that I am a current full-time employee of ABLÉ.
- I certify that I meet the eligibility requirements to receive the Humphreys University ABLÉ Employee Tuition Waiver.
- I certify that I have read and understand the Terms and Conditions outlined for the ABLÉ Employee Tuition Waiver.
- I authorize Humphreys University to obtain verification of my current employment from ABLÉ to determine my eligibility for the ABLÉ Employee Tuition Waiver.

Student Signature _____

Date _____



Please submit this form to your Student Account Specialist, who will forward it to ABLÉ for employment verification.