

# TUITION WAIVER PROCESS DISTRICT 205 EMPLOYEES

1. REGISTER AT NIU – you cannot request a waiver without a current copy of next semester’s bill.
2. **CALL HUMAN RESOURCES BEFORE YOU COME AND ASK FOR MRS. HARTSOCK. IN HER ABSENCE ASK FOR ASSISTANCE WITH TUITION WAIVERS.**
3. YOU WILL RECEIVE ONE WAIVER FOR 3 CREDIT HOURS OR LESS depending if your class is 1, 2, or 3 credit hours. Should there be remaining waivers after all requests have been filled, a second waiver can be requested. If you are requesting additional waivers, your name will be placed on a list and you will be contacted by phone. Be sure your phone number is accurate.
4. YOU MUST BE PREPARED TO GIVE THE FOLLOWING INFO:
  - A. COURSE TITLE
  - B. COURSE NUMBER
  - C. SOCIAL SECURITY NUMBER
5. YOU WILL NOT BE GIVEN A WAIVER UNTIL ALL INFORMATION IS PRESENTED. (NO WAIVERS WILL BE HELD UNTIL THE STAFF MEMBER GIVES THE CORRECT INFORMATION OR BILL)
6. ALL WAIVERS ARE ON A FIRST COME, FIRST SERVE BASIS FOR STAFF, PRESENTLY WORKING FOR DISTRICT 205.\*

***YOU MUST CONTACT TRACI HARTSOCK, 815-966-5272 or  
hartsot@rps205.com, TO APPLY FOR A WAIVER.***

***\*If you earned a waiver this semester by having a student from NIU, you must call during the semester before the waivers are issued to claim it.***