Tuition Waiver Due Dates
Employee tuition waiver requests for each semester are due in Human Resources on or before the add/drop date for the semester or session as listed in the Academic Calendar.

Tuition waiver requests received in Human Resources after the add/drop date for each semester or session will be returned without further action. HR determines eligibility for tuition waiver and forwards all Employee Tuition Waiver Request forms to Student Accounts. Employees planning to enroll in a class using their fee waiver may not register until the first day of classes and must register through the Office of the Registrar rather than online. This policy ensures tuition-paying students have access to classes before those who are receiving fee waivers. If you have any questions please contact the Department of Human Resources at 831-5008 and ask to speak to Benefits or send an email to Benefits@radford.edu.