



NORWICH UNIVERSITY LEADERSHIP & CHANGE INSTITUTE

Leadership Summit Waiver Information - 2018

- Your organization has five \$4,000 tuition waivers to award five employees for use toward an online master's degree program at Norwich University.
- The start dates available for the waivers are as follows: **September 2018 OR December 2018**
- The waivers are to be used for the completion of a full online master's program by employees who are eligible to use the waivers.
- **Employees must be accepted to the program through our application process, noted below.** Recipients are not guaranteed admission to the College of Graduate and Continuing Studies; they must meet admission standards.
- Waivers are available only to employees who have not yet applied for or entered their chosen program. Waivers will not be applied retroactively.
- The tuition waiver will be applied in three equivalent amounts over the course of the three continuous semesters that the employee is enrolled in their program.
- The waiver cannot be used in conjunction with other discounts, waivers or scholarships.
- Waivers apply to the cost of tuition only and are not applicable to fees.
- Employees who are academically dismissed from the university forfeit their waiver eligibility.

Instructions for Utilizing Waivers

It is important that the waivers pass through the proper channels to ensure that the tuition waiver is applied to your employees' student records. Once your organization has determined which employees will be awarded these waivers, please follow these directions:

- Complete the Norwich University Leadership Summit Organization Waiver Form at:
<https://norwichleadership.org/organization-waiver-form>
 - This is to be completed by the organizational representative or HR representative
 - The form may be sent multiple times if not all five employees have been chosen at the same time.
- Return the waivers directly to nulci@norwich.edu with employee names
- Be sure to send each employee a copy of their waiver
- Inform the employees that they will hear from an Admissions Advisor at Norwich University with directions on how to apply

After we have received your Leadership Summit Waiver Form and waivers, ***we will reach out to the employees noted on the form to provide further directions on applying.*** Employees will apply to the program of interest directly through us.