

How do I cancel an approved tuition waiver?

An approved tuition waiver will **NOT** be counted against the allotment of three per academic year **IF** the App State employee completes the steps listed below:

1. Consult the academic calendar of the enrolling institution and follow the procedures for canceling the course before the drop/add deadline.
2. Cancel the tuition waiver by logging in to [Tuition Waiver Status](#), expand selection of waiver to drop, click button titled **Cancel Waiver**.



WARNING

Follow the guidance outlined in the table below to prevent misapplication and/or false reporting of tuition waiver use which may be grounds for disciplinary action.

	IF			AND			THEN		
	the course is cancelled...			the approved tuition waiver is dropped...			the approved tuition waiver is...		
	BEFORE	AFTER	NOT Cancelled	BEFORE	AFTER	NOT Dropped	APPLIED	NOT APPLIED	MISAPPLIED
X			X				X		
X				X		X			
X					X	X			
	X		X				X		
	X			X		X			
	X				X	X			
		X	X				X		
		X		X				X	
		X			X	X			