

PASSIAC COUNTY COMMUNITY COLLEGE

**TUITION WAIVER APPLICATION for COLLEGE EMPLOYEES**

Applications must be completed and submitted to the Office of Human Resources (E-305) in advance of the start of the applicable semester. Since Adjunct faculty may not register for courses until the last day of registration, applications for this cohort are due by the end of the first week of classes.

**Employee Name** (Print): \_\_\_\_\_

**Employee status:** Administrator \_\_\_\_\_ Adjunct Faculty \_\_\_\_\_ F/T Faculty \_\_\_\_\_ Support Staff \_\_\_\_\_

Department: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Term of Waiver: Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Other \_\_\_\_\_

Course(s) for Requested Waiver:

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_

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I attest that the information I have provided is true and accurate.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Tuition Waiver Program Conditions are listed on the reverse side of this form \***

## **\* Tuition Waiver Program Conditions \***

Please note that:

a) **Fees**

The General College Fee, Student Activity Fee, Athletic Fee, and Technology Fee will be waived by the College. Employees are responsible for all other applicable fees.

b) **Student Aid**

Any Waiver Program applicant who voluntarily applies for Federal Student Aid (FAFSA) and receives any financial aid that is designated for the payment of tuition, such as a Tuition Aid Grant (TAG), will have the tuition waiver applied to the balance due after such financial aid is credited to the applicant's account.

c) **Employee Status Terms**

**Adjunct Faculty**

- Eligible after completion of two semesters of employment by the Adjunct faculty member
- Eligible for 6 credits of tuition per semester on a space available basis, credit-bearing courses only
- Registration for courses can be completed on Tuition Waiver Day, which is also the last day of the regular registration period
- Adjunct faculty must be employed during the semester for which the waiver is being requested

**Administrators**

- Eligible for up to 9 credits, or equivalent time, in credit and non-credit courses per semester/term. All work schedule conflicts must be approved in advance by the appropriate Dean and the President.

**Faculty**

- Eligible for up to 9 credits, or equivalent time, in credit and non-credit courses per semester/term. All work schedule conflicts must be approved in advance by the appropriate Dean and the President.

**Supportive Staff**

- Eligible for up to 24 credits, or equivalent time, in credit and non-credit courses per calendar year. There is a maximum of 8 credit hours per semester or term.