

PASSIAC COUNTY COMMUNITY COLLEGE

**TUITION WAIVER APPLICATION  
for ELIGIBLE DEPENDENTS of COLLEGE EMPLOYEES**

Applications must be completed and submitted to the Office of Human Resources (E-305) in advance of the applicable semester. Since dependents of 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.

**Student's Name** (Print): \_\_\_\_\_

**Student ID #:** \_\_\_\_\_

**Student's Relationship to Employee:** \_\_\_\_\_

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

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

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: \_\_\_\_\_

All first-time applicants must attach the following documents:

- If the student is your child, a copy of a certified birth certificate verifying that the child is 26 years of age or younger
- If the student is your spouse/domestic partner, documentation which certifies student's connection to employee

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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. Students/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 Dependents**

- Eligible after completion of two semesters of employment by the Adjunct faculty member
- Eligible for 3 credits of tuition per semester on a space available basis, for 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' Dependents**

- Eligible dependents may take up to 36 credits, or equivalent time, in credit and non-credit courses per calendar year

**Faculty Dependents**

- Eligible dependents may take up to 36 credits, or equivalent time, in credit and non-credit courses per calendar year

**Supportive Staff Dependents**

- Eligible dependents may take up to 24 credits, or equivalent time, in credit and non-credit courses per calendar year

*September 2013*