

**Community College / State University  
Part-time Staff  
In-house Tuition and Fee Waiver Form**

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Department: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Number of hours employed weekly: \_\_\_\_\_ *MUST BE AT LEAST 18 HOURS WEEKLY*

Work schedule: \_\_\_\_\_

Enrolling in:

Spring Semester \_\_\_\_\_ 20\_\_  
Summer Session I \_\_\_\_\_ 20\_\_

Fall Semester \_\_\_\_\_ 20\_\_  
Summer Session II \_\_\_\_\_ 20\_\_

Course #	Course Title	Day/Time	Course meets
_____	_____	_____	_____
_____	_____	_____	_____

Approval  
Yes/No

\_\_\_\_\_  
Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Employee must be employed a minimum of 6 months **on a continuous basis**, have a current contract and be employed at least 18 hours per week in order to be eligible for the Tuition Fee Waiver.

Registration is limited to two (2) credit courses per semester (not to exceed 8 credit hours) during the Spring and Fall semesters and one(1) credit course (not to exceed 4 credit hours) during the Summer Sessions. **Intersession courses are not included.** A 25% fee waiver will apply to Life Enhancement courses.

Approval is made on a space available basis only.