

TUITION EXEMPTION/WAIVER INSTRUCTIONS

Staff (Full-time), Faculty (Full-time), Early Retiree, & Board of Trustees.

These individuals are eligible for ten (10) credit hours per semester. The Exemption/Waiver covers both tuition and student fees. **These individuals should pay lab fees, class fees, and off-site usage fees before the tuition due date.** Late fees and collection fees will apply to accounts with delinquent balances.

Authorization: The Division Chair or Department Supervisor **verifies eligibility** and signs the Exemption/ Waiver form.

Staff Dependent, Faculty Dependent, Early Retiree Dependent, and Board of Trustees Dependent.

These dependents (natural or legally adopted children and step-children who receive at least one-half of their support from the full-time employee) are eligible to receive an Exemption/Waiver that will only pay tuition cost for classes.

Dependents are required to pay student fees, off-site usage fees, lab fees, and class fees before the tuition due date. Late fees and collection fees will apply to accounts with delinquent balances.

Authorization: The Division Chair or Department Supervisor **verifies eligibility** and signs the Exemption/Waiver form.

Adjunct Faculty

Adjunct Faculty are allowed a Tuition Exemption/Waiver for themselves **OR** for one dependent. One class per semester, not to exceed five credit hours, is allowed on a space available basis. Tuition costs are waived but adjunct faculty **are required to pay student fees, off-site usage fees, lab fees, and class fees before the tuition due date.** Late fees and collection fees will apply to accounts with delinquent balances. Classes taken should not be taken during the employee's scheduled hours of work.

Eligibility: Employee must have taught four semesters. This benefit is available for the term following the fourth Semester and the employee must have a current active assignment.

Authorization: The Division Chair **verifies eligibility** and signs the Exemption/Waiver form. On the first day of class the student must receive instructor permission to attend that class. The instructor signs the Exemption/Waiver form. At that time the employee/dependent can register for the class.

Staff Part-Time

Part-time hourly employees are allowed Tuition Exemption/Waivers for themselves. One class per semester, not to exceed five credit hours, is allowed on a space available basis. Tuition costs are waived but part-time employees **are required to pay student fees, off-site usage fees, lab fees, and class fees before the tuition due date.** Late fees and collection fees will apply to accounts with delinquent balances. Classes should not be taken during the employee's scheduled hours of work. Workstudy students do not qualify for this benefit.

Eligibility: Employee must have three years of consecutive service with an average of twenty hours of work each week. This benefit is available for the term following the third-year anniversary of the employee. Employee must have a current active assignment.

Authorization: The Human Resources Benefits Manager **verifies eligibility** and signs the Exemption/Waiver form. On the first day of class the employee must receive instructor permission to attend that class. The instructor signs the Exemption/Waiver form. At that time the employee can register for the class.

Non-Credit Courses

Non-credit courses usually do not qualify for an exemption/waiver. An individual requesting a "non-credit" exemption/waiver should contact the program coordinator. Registration for non-credit courses requires the approval of the program coordinator prior to the first session of class.

For information regarding program coordinators call 957-5200.

Employees should follow scheduled payment deadlines to avoid late fees and penalties. The Tuition Exemption/Waiver form must be filled out completely before it can be processed.

REQUEST FOR TUITION EXEMPTION/WAIVER



_____ Semester _____ Year _____

EXEMPTION/WAIVER CATEGORIES (Check Only One)

- | | |
|---|---|
| <input type="checkbox"/> Staff – Full Time
<input type="checkbox"/> Faculty – Full Time
<input type="checkbox"/> Adjunct Faculty
<input type="checkbox"/> Staff – Part Time*
<input type="checkbox"/> Retired Faculty/Staff*
<input type="checkbox"/> Early Retiree*
<input type="checkbox"/> Board of Trustees | <i>(If Dependent, also Give Name and ID # of Dep.):</i>
<input type="checkbox"/> Staff Dependent – Full Time
<input type="checkbox"/> Faculty Dependent – Full Time
<input type="checkbox"/> Adjunct Faculty Dependent
<input type="checkbox"/> Retired Faculty/Staff Dependent
<input type="checkbox"/> Early Retiree Dependent
<input type="checkbox"/> Board of Trustees Dependent |
|---|---|

_____ Last, First Name of Employee _____ Banner ID Number _____ Last, First Name of Dependent.

_____ Dept./Division and Mail Stop _____ Daytime Phone # _____ Student ID Number

COURSE INFORMATION

CRN	SUBJ	CRSE NO.	SEC NO.	Credit Hours	Course Title	Day or Evening	Class Hrs Per Week	Instructor Approval
Total Credit Hours					Total Class Hours Per Week			

I have read the Tuition Exemption/Waiver Instructions. The information provided above is complete and accurate. I certify that I, or my dependent, qualify for the Tuition Exemption/Waiver requested.

Employee/Applicant Signature ____/____/____
(Dependents do not sign) Date Signed

All Tuition Exemption/Waiver forms require the signature of the Supervisor/Division Chair or the HR Benefits Manager if the applicant is an SLCC retiree or part-time staff.

Supervisor/Division Chair/
*HR Benefits Manager Signature ____/____/____
Date Signed

Revenue Services Department Use Only:

_____ First and Last Name of Processor

Date Posted to Banner

Amount of Exemption/Waiver \$ _____
Amount of Fees to be Paid by Student: \$ _____