

PASSIAC COUNTY COMMUNITY COLLEGE
TUITION WAIVER APPLICATION FOR COLLEGE EMPLOYEES

The Tuition Waiver Program provides for the waiver of tuition, and fees where indicated, for courses taken at Passaic County Community College by eligible College employees consistent with College policy (B-402) and/or provisions outlined in existing contractual agreements.

The application is to be completed and submitted to the Division of Human Resources (E-305) prior to the start of the semester/term, except in the case of adjunct faculty. Adjunct faculty may not register for courses until Waiver Day, which is the last day of registration, and applications for this cohort are due by the end of the first week of classes.

AFFILIATION: Administrator _____ Adjunct Faculty _____ F/T Faculty _____ Supportive Staff _____

Employee Name (Print): _____ College ID #: _____

Department: _____ Title: _____ Ext.: _____

Current Term: Fall 20____ Spring 20____ Other _____

List course (s) for which a waiver is being requested:

Course Title: _____ Course Number: _____

Course Title: _____ Course Number: _____

Course Title: _____ Course Number: _____

Course Title: _____ Course Number: _____

Course Title: _____ Course Number: _____

I attest that all of the foregoing information is accurate.

Employee Signature: _____ Date: _____

VPHR Approval: _____ Date: _____

TUITION WAIVER PROGRAM CONDITIONS:

- The Tuition Waiver Program provides tuition and fees only as indicated below. Where not indicated, fees and all other course related expenses are the responsibility of alumni/employee.
- Any course for which a tuition waiver is granted must be scheduled on the employee's own time.
- An employee may request an adjusted work schedule. Such request requires the approval of the employee's immediate supervisor, the Divisional VP/Dean and the President.
- Any Waiver Program applicant that 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.

CONTRACTUAL PROVISIONS RELATED TO NUMBER OF CREDITS TO BE WAIVED:

- Adjunct Faculty – after completion of two semesters of employment, tuition only for 6 credits per semester on a space available basis when registering for courses on Tuition Waiver Day which is also the last day of registration. Also, must be employed as adjunct faculty during the semester for which the waiver is being requested.
- Administrator – tuition and fees for 9 credits per semester/term.
- Full-Time Faculty – tuition and fees for an unlimited number of credits.
- Supportive Staff – tuition and fees for 8 credits per term, not to exceed 24 credits per year.

PASSIAC COUNTY COMMUNITY COLLEGE
TUITION WAIVER APPLICATION
DEPENDENT CHILDREN AND SPOUSES OF COLLEGE EMPLOYEES

The Tuition Waiver Program provides waiver of tuition credits at Passaic County Community College for dependent children and spouses (herein referred to as Applicant) of College employees consistent with provisions outlined in existing Agreements.

Applications are to be completed and submitted to the Division of Human Resources (E-305) by August 1 for the fall semester; by December 15 for the spring semester; and by May 1 for the summer sessions. Since dependents of adjunct faculty may not register for courses until Tuition Wavier Day, which is also the last day of registration, applications for this cohort are due by the end of the first week of classes.

AFFILIATION (CHECK ONE): Administrator _____ Adjunct Faculty _____ F/T Faculty _____
Support Staff _____

Applicant Name (Print): _____ Nature of Relationship: _____

Employee Name (Print): _____ Employee ID #: _____
Department: _____ Title: _____ Ext.: _____

Current Term: Fall 20____ Spring 20____ Other _____ and list course (s) for which a waiver is being requested:

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 applicant is child, a copy of a certified birth certificate verifying that the child is twenty-three (23) years of age or younger

_ if applicant is spouse, documentation verifying applicant's connection to employee

_ if adjunct faculty dependant, a copy of a current IRS tax return

I attest that all of the foregoing information is accurate.

Employee Signature: _____ Date: _____

VPHR Approval: _____ Date: _____

(Revised – 8/10)

TUITION WAIVER PROGRAM CONDITIONS:

- The Tuition Waiver Program provides tuition and/or fees where indicated. Otherwise, fees and/or other expenses are the responsibility of the program participant.
- Any Waiver Program applicant that 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.

CONTRACTUAL PROVISIONS RELATED TO NUMBER OF CREDITS TO BE WAIVED:

- Adjunct Faculty Dependents – after completion of two semesters of employment by the adjunct faculty member, 3 credits per semester on a space available basis when registering for courses on Tuition Waiver Day which is also the last day of the regular registration period. Adjunct faculty employee must be employed during the semester for which the waiver is being requested.
- Administrator's Children/Spouse – tuition and fees for 36 credits or equivalent time per year (Jan. – Dec.) for credit and non-credit courses.
- Faculty's Children/Spouse – tuition and fees for credit and non-credit courses.
- Supportive Staff Dependant – tuition and fees for 24 credits per year (Jan. – Dec.) for credit and non-credit courses.