

TUITION WAIVER AUTHORIZATION

Any eligible employee, spouse, domestic partner, dependent, or retiree seeking the tuition waiver MUST fill out this form each term and submit to welcome@cocc.edu before the Tuition due date of that term.

***This request for waiver is for benefit eligible Employee, Dependent or Retiree:**

(Please select one)

- Employee (Self)**
 Spouse
 Retiree/Retiree Spouse
 Domestic Partner**
 Dependent Child (to age 25)

STUDENT / DEPENDENT or RETIREE INFORMATION:

Student / Dependent / Retiree Name _____ Term _____

COCC ID (820#) _____ DOB _____
(Dependent children only)

COCC EMPLOYEE INFORMATION:

Classified Administrative FT Faculty ABS Adjunct Faculty

Employee Name (printed): _____

COCC ID (820#) _____ Work Department: _____

Date of Employment: _____ Full Time Part Time

POLICY REMINDER:

By signing this authorization, the staff member acknowledges and accepts the policies and procedures stated in the Staff Tuition Waiver Policy (available on the intranet under HR Forms\Employee Related Forms\Credit Tuition Waiver):

Employee / Retiree Signature _____

* Tuition waiver forms MUST be submitted EACH term by the tuition due date to avoid late payment fees. *All late payment fees incurred are the responsibility of the student.* **Submit this form to the Cashier Office in the Boyle Education Center or email to welcome@cocc.edu.**

Tuition waiver forms WILL NOT be accepted after the last day of the term in which the coursework was taken. *If a tuition waiver form is not submitted by this deadline, all tuition and fees become the full responsibility of the student, retiree or employee.*

** Tuition waivers are a taxable benefit for domestic partners and domestic partner dependents. As such, they will be added to your taxable income as the waivers are incurred. The Domestic Partner relationship must be documented (Affidavit must be on File with Human Resources for eligibility).

Classified staff members must be in **Regular** Status (initial probationary period completed) by the tuition payment due date of the term for which the waiver is applicable.

If you have questions about eligibility, please call HR at 541-383-7216.