

# CONTINUING EDUCATION 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 the Continuing Education Department in the COCC Chandler Lab. To register, call 541.383.7270. **NOTE: All lab fees are due at the time of registration.**

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**This waiver request is for ... (Mark One):**

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

## STUDENT or RETIREE INFORMATION:

Student / 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 online at /Employee Login/HR Forms/Employee Related Forms/Staff Tuition Waiver Policy):**

Employee / Retiree Signature \_\_\_\_\_

Lab fees must be paid at the time of registration and the tuition waiver form is due within 24 hours of registration or you will be dropped from the course. A new waiver form is required for each term you register.

**Submit this form to Continuing Education in the COCC Chandler Lab (NOT Boyle Education Center) or email to [ceinfo@cocc.edu](mailto:ceinfo@cocc.edu).**

\*\* 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).

**If you have questions about eligibility, please call HR at 541.383.7216.**