

PCC EMPLOYEE TUITION WAIVER AUTHORIZATION

Employee Name:		G# :	
Campus/Room:	Ext:	Term:	
Supervisor Name:		Dept:	
Student Name:		G # :	
Relationship of Student to Employee*:		Birth Date:	

*I certify that the information that I have provided on this form is correct and that the aforementioned student qualifies for the waiver benefit approved (a dependent child must be under age 24 and defined as a dependent under Federal IRS rules.)

The student will notify the Student Accounts office if any classes exceed the maximum credits listed under the classification below. The student agrees to submit this tuition waiver and full payment of other charges to the Student Accounts office by the term *Payment Due Date* listed in the PCC schedule. If the registration date is later, full payment is due immediately. **If the tuition waiver is not received by the due date, the student understands that this benefit is forfeited and agrees to pay registration fees and other charges on his or her account.**

Employee Signature: _____ Date: _____

DEPARTMENT APPROVAL: Choose the appropriate type of tuition waiver and sign. See page 2 for more information.

General Tuition Waiver: I verify that this employee has checked the appropriate classification box below. (*Signature is not required for spouse, domestic partner or dependent waivers.*)

Department Administrator Approval: _____ Ext. _____

Tuition Waiver for Department-Required classes as part of an employee's development in their current position or to fulfill a requirement for growth within the department. Because it is employer-required, the departmental budget is charged for tuition and any associated fees which exceed the tuition waiver maximum (see below). The department manager may also elect to fund tuition for voluntary professional development course work that exceeds the tuition waiver benefit if it will enhance the employee's job performance.

I authorize the tuition waiver for department-required classes to be charged to my department:

CRN: _____ Description: _____

Total Amount Charged \$_____ to Department Account # _____ - _____ - 02400 - _____

Department Administrator Approval: _____ Campus Ext. _____

MAXIMUM ALLOWABLE TUITION CREDITS BY EMPLOYEE CLASS: *The benefit amount for non-credit and CEU courses is the cost equivalent of the in-district tuition rate, multiplied by the maximum allowable credit hours per term.*

- W100 Classified, Full-Time: Two classes or 8 credit hours per term, whichever is greater. Tuition over 8 credit hours will be waived if part of a professional development plan.
- W150 Classified, Full-Time on Approved Leave of Absence W/O Pay (5 years service required): Up to 19 credit hours per term for a maximum of six terms or a maximum of the credits required to obtain a two-year degree in a college program.
- W110 Classified, Full-Time Spouse/Domestic Partner/Dependent Child: Up to 19 credit hours per term each for a maximum of the credits required to obtain a two-year degree in a college program.
- Classified, Part-Time (600 - 2079 hours per year): Two classes or 6 credit hours per term in which the employee

- W120 is working, whichever is greater. Tuition over 6 credit hours will be waived if part of a professional development plan.
- W130 Classified, Part-time Spouse/Domestic Partner/Dependent Child: Up to 6 credit hours per term each for a maximum of the credits required to obtain a two-year degree in a College program.
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- W200 AP, Full-Time (1387-2080 hours per year): Up to 8 credit hours per term.
- W210 AP, Full-Time Spouse/Domestic Partner/Dependent Child: Up to 19 credit hours per term each for a maximum of six terms or a maximum of the credits required to obtain a two-year degree in a college program.
- W220 AP, Part-Time (960-1386 hours per year): Two classes or 6 credit hours per term, whichever is greater, used during the term of employment or the term immediately following.
- W230 AP, Part-Time Spouse/Domestic Partner/Dependent Child: Two classes or 6 credit hours per term, whichever is greater, used during the employee's term of employment or the term immediately following.
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- W400 Faculty, Full-Time (1387-2080 hours per year): Up to 8 credit hours per term.
- W410 Faculty, Full-Time Spouse/Domestic Partner/Dependent Child: Up to 19 credit hours per term each for a maximum of six terms or a maximum of the credits required to obtain a two-year degree in a college program.
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- W500 Faculty, Part-Time: Two classes or 6 credit hours per term, whichever is greater, used during the term of employment or the term immediately following.
- W510 Faculty, Part-Time Spouse/Domestic Partner/Dependent Child: Two classes or 6 credit hours per term, whichever is greater, used during the employee's term of employment or the term immediately following.
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- W600 Management, Full-Time/Part-Time (108-179 days), Confidential, First Line Supervisor: Up to 8 credit hours per term.
- W610 Management, Full-Time/Part-Time (108-179 days), Confidential, First Line Supervisor Spouse/Domestic Partner/Dependent Child: Up to 19 credit hours per term each for a maximum of six terms.

REGISTRATION & DEPARTMENT APPROVAL PROCEDURES

EMPLOYEE:

Register according to procedures listed in the PCC Schedule. Remember: Classes dropped after the refund deadline count against your maximum allowable credits for that term.

If the tuition waiver is for you, take the completed form to your department manager for his/her signature. If the tuition waiver is for your spouse, domestic partner or dependent, your manager does not have to sign it. **Send the completed form (with manager's signature, if required) to student.accounts@pcc.edu.** Please note: The tuition waiver form and any balance not covered by the waiver must be received by the Student Accounts office by the *Payment Due Date* listed in the PCC Schedule.

ADMINISTRATOR:

For the General Tuition Waiver: Verify that the employee checked the appropriate classification box, sign it and return to employee.

For the Tuition Waiver for Department-Required Classes: Verify that the employee checked the appropriate classification box. Determine the cost of the tuition waiver benefit (e.g., Full-time Classified - tuition rate x 8 credit hours = amount allowed per term). If the course tuition exceeds what is allowed, the department is to pay the difference, including fees and any other supplemental charges. Fill in the requested information including the amount to be charged to your department and the account number.

For assistance go to <http://www.pcc.edu/hr/benefits/tuition-waiver.html> or contact Melissa Morton at mmorton@pcc.edu or 971-722-5853.