

# Jefferson College Tuition Waiver Form

Tuition may be waived for the benefit of employees, adjunct faculty, retirees, and eligible dependents of full-time regular employees/retired full-time regular employees who enroll in Jefferson College credit and continuing education (CE) classes subject to the following conditions:

1. Student must meet Jefferson College admission requirements, if applicable.
2. All scholarships, grants, and/or third party payments which are tuition specific will be applied to tuition prior to waiving tuition for employees and their dependents. Tuition will be waived for employees and their dependents before the application of any non-tuition specific federal or state need-based financial aid (e.g. Pell and Access Missouri).
3. Books, fees, or any other non-tuition charges shall not be included in the waiver.
4. Any CE classes must have already met minimum enrollment standards in order for the tuition waiver to apply.
5. Some courses may be declared exempt from tuition waiver.
6. Enrollment in courses by employees must not interfere with the employee's job performance or conflict with the employee's work schedule unless an alternate work schedule is approved by the supervisor in advance.

**Employee/Retiree Name:** \_\_\_\_\_

Check one:

- Full-time Regular Employee/Retired Full-time Regular Employee** – Waiver applies to both credit and CE classes for the employee/retiree, spouse, and/or dependents. Dependent signifies one who has been so designated on the employee's federal income tax return.
- Part-time Regular Employee/Retired Part-time Regular Employee** – Waiver applies to both credit and CE classes up to a maximum of six (6) credit hours per semester for the employee/retiree only.
- Adjunct Faculty** – Waiver applies to both credit and CE classes for adjunct faculty member only for one class per semester up to a maximum of five (5) credit hours during a semester in which the adjunct faculty member teaches.

**Student Name:** \_\_\_\_\_

**V#:** \_\_\_\_\_

**# of Credit Hours Enrolled:** \_\_\_\_\_ (Must attach copy of class schedule)

**Term:** \_\_\_\_\_

Check ALL that apply:

- Auditing a Course** Course number(s): \_\_\_\_\_
- Dual Enrollment** Course number(s): \_\_\_\_\_
- Continuing Education** Course number(s): \_\_\_\_\_
- Student has earned a minimum of a bachelor's degree.** (Attach copy of transcript.)
- Employee is required by supervisor to enroll in a credit course.**
- Student previously filed a FAFSA and was denied financial aid, and no significant change in personal financial conditions has occurred since the last filing of the FAFSA.**

If none of the above boxes have been checked, student must complete the Free Application for Federal Student Aid (FAFSA) listing the Jefferson College school code, 002468. The FAFSA is available on the web at [www.fafsa.gov](http://www.fafsa.gov).

I have reviewed the above tuition waiver guidelines, and I agree that (\_\_\_ my dependent is / \_\_\_ I am) eligible for the tuition benefit according to existing policy. I understand that my financial aid records will be reviewed to determine my eligibility for federal and state funding sources.

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Required if student is a Jefferson College employee.)

**Human Resources:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Procedure:**

1. Enroll as Self-Paying Student.
2. If applicable, complete FAFSA.
3. If an employee is taking courses during the normal work day, complete Request for Approval of Taking Classes Form.
4. Complete Tuition Waiver Form & attach copy of class schedule.
5. Submit Tuition Waiver Form to HR Office.
6. If student must complete FAFSA, HR will send form to Financial Aid. If not, HR will send form to Business Office.

**Financial Aid Office Use:**

Anticipated Aid: Scholarship \_\_\_\_\_ Pell \_\_\_\_\_ Other \_\_\_\_\_

Comments: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_