Fletcher TECHNICAL COMMUNITY COLLEGE

APPLICATION FOR FACULTY/STAFF TUITION WAIVER

(Please Print)

Name_____ SS#_____

Job Title_____ Department_____

Hire Date_____ Years of Service _____ Human Resources Certification _____
(To be signed by H.R. or email certification attached)

Criteria for tuition waiver:

- A full-time (100%) employee, who has been employed at least one year in a full-time, permanent position and with approval from his or her supervisor and chancellor may register for job-related courses up to six (6) hours per semester (180 clock hours) and receive a full tuition exemption.
- All fees required for enrollment, except for tuition, shall be paid by the employee.
- Enrollment with this exemption may occur only after the selected class has officially made and only if there is an available slot in the class after the institution's deadline for student schedule changes. The employee must meet any prerequisite course requirements.
- Part-time employees are not eligible for the above educational benefits.
- Please note that the provisions of this policy do not apply to self-supported programs.

I apply for tuition waiver for the following: Semester_____ Year_____

Course(s):

Course Name	Course #	Credit Hours	Section	Beginning Date	Ending Date

Explanation of Course as Job Related: _____

_____

Employee Signature_____ Date_____

Approved: _____ _____

Employee Supervisor Chancellor

I certify that space is available and that the class has made after the institution's deadline for student schedule changes:

_____

Dean of Student Affairs

Completed form must be submitted to the Business Office with your fee bill. revised 11/17/09