Jackson College

Employee Tuition Waiver

Directions to complete this form:

1. This form must be completed in its entirety and given to HR per "Pay to Stay Friday" guidelines when registering, to prevent the student from being dropped from the class(es).
2. Complete one form for each student and for each semester.
3. Please complete and sign the form and send to HR via email (scanned document) or Campus Mail.
4. Please note: You will only be issued the amount of credits you have available, if you exceed that amount you are responsible for the balance.

Federal Tuition Waiver Guidelines

Scholarships and grants shall be disbursed in accordance with the stipulated criteria and used exclusively for the defined purpose. Tuition grants shall be awarded as last dollar to assure all other eligible aid is utilized first (unless expressly prohibited by another granting agency). If the student has been awarded other grants or scholarships, the tuition waiver will be applied to the remaining balance only and will not create a refundable credit. Books may be charged against other financial aid (if the award permits) before the tuition waiver amount is calculated and applied. If no other aid is applied to the account, the tuition waiver will be applied to tuition and fees only and book purchases will be the responsibility of the student. If the student applies for and receives Pell or qualified scholarships that create credit on their account without using a waiver, the credit will be paid to the student. A student's combined award funds may not exceed the annually calculated cost of attendance (tuition, fees, books, transportation, personal – education related expenses and room and board). JC reserves the right to adjust individual scholarship awards after awards have been accepted to ensure effective use of federal, state and JC resources and in accordance with scholarship and award guidelines. For more information please visit: http://www.jccmi.edu/policies/FA/Policies/2902.pdf

PLEASE NOTE: *You will receive a bill in the mail, as tuition credits are applied last dollar.*

Please select (circle) your classification:

Staff-FT Staff-PT Administration Faculty Adjunct Retiree

Have you applied for Financial Aid? Yes No **Is this to use the Fitness Center only?** Yes No

Fall 20_____ Winter 20_____ Spring/Late Spring 20_____

Employee/Retiree Name: _____

Tuition Grant is for (name): _____ **ID # or D.O.B.:** _____

If not the employee, relationship to employee: Spouse Daughter/Son

For active employees only, proof is required to be on file in HR. For a spouse, a copy of your marriage license is required. For a daughter or son, a birth certificate is required. *This is one time only requirement*.

I have supplied HR above needed proof: Yes No

I verify that the information on this application is correct and complete:

Employee:_____ **Date:** _____

Employee's Signature

Approved: _____ **Date:**_____

Human Resources

A supervisor's approval is **only** needed if you are taking a class during scheduled work time.

Approved: _____ **Date:** _____

Supervisor