

**COLLEGE FULL-TIME EMPLOYEE /RETIREE REQUEST FOR TUITION WAIVER
Non-Instructional and Instructional Employees**

The Tuition Waiver program is available to all non-instructional Full-time (current or retired) employees that have completed six months of continuous employment. The maximum number of credits that may be approved for the employee is eight (8) credits per major semester (Summer A & Summer B combined). Instructional Full-Time (current or retired) employees are eligible at the start of the next major semester (Fall or Spring) following 90 days of continuous service. The maximum number of credits approved for Instructional Full-Time employees is 6 credits per major semester (Summer A & B combined).

- This benefit program does not pay for lab fees or book(s)
- Recipient must be in "clear" or "warning" Standards of Academic Progress status as established by the College
- Tuition covered by other sources will not be covered by the waiver
- Third and fourth attempts will not be covered by the waiver
- The \$20.00 admissions application fee is waived for Full-time / Retiree employees
- The matriculation fee waiver does not apply to courses offered by Community Education

I certify that I have completed the service eligibility requirements for tuition waiver and understand that I am eligible to register for a maximum of eight (8) credits as a non-instructional employee or (6) credits as an instructional employee as stated above.

Student's name

Student's Social Security Number

Employee's signature

Date

Active Employee

I certify that the above employee has:

- received **PRIOR** supervisory approval to attend class(s) during work hours. Employee must complete and provide form HR-92 (Authorization for Employee to Register for Courses during Normal Workday) to the supervisor for approval.
- completed the service requirements as stated above.

Supervisor's Name

Supervisor's Signature

Date

After obtaining supervisory approval, this form must be delivered to the Financial Aid Office to complete the Tuition Waiver Request Process.

Retiree

I certify that the above person is a Miami Dade College retiree. (View personnel tuition waiver screen by logging into the Odyssey system then selecting OD, PE, CS, TW)

Financial Aid Officer (Print name)

Financial Aid Officer Signature

Date

NOTE: This form can be obtained on-line at <http://www.mdc.edu/hr/Benefits/educationalincentiveprograms/default.asp>

