NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
Administrative Clerical (NP-3) Tuition & Fee Waiver Form

- Application for exemption from payment of tuition and certain fees (application fees, program enrollment fees, college services fees and student activity fees) for up to two for-credit courses (maximum of 8 credits) on a space available basis.
- Under this waiver students are responsible for purchasing their course books and materials, and for any mandatory usage fees (lab, studio, clinical)
- Student must have an active admissions application on file at the college(s) to which applying and meet any course requirements or pre-requisites

_____ _____
Employee/Student Name **Student ID # or SSN**

I understand that with this waiver I can take a maximum of two (2) courses (eight (8) credits) per regular academic semester (Spring & Fall) within the Connecticut Community College System if space is available in the courses I want to take. I also understand that it is my responsibility to abide by the rules of the program, and that the abuse of the system could lead to a loss of tuition waiver privileges.

Semester Attending: Fall 20____: _____ Spring 20____: _____

College Attending _____ Community College.

Courses: 1. _____ # Credits: _____

2. _____ # Credits:_____

_____ _____
Signature of Employee **Date**

Certification by Human Resources at Employing College:

Applicant is an NP-3 employee with permanent status: ☐ YES ☐ NO

Currently employed 20 or more hours per week: ☐ YES ☐ NO

Date of most recent service rating: _____

Rated "GOOD" or better: ☐ YES ☐ NO

Tuition Waiver request Approved by:_____ _____
Printed Name Title

_____ _____
Signature Date

IMPORTANT NOTES TO EMPLOYEE/STUDENT:

1. Registration dates and procedures may vary by college – be sure to check with the college(s) at which you wish to take course(s)
2. You will need to have an Admissions file set up at any college at which you wish to take a course BEFORE you can register for any course.
3. You may not request a tuition waiver for any course for which you have already registered as a paying student in person or on-line.

HR to send copy to ☐ Registrars Office ☐ Cashiers Office 1/2008