# ROGUE COMMUNITY COLLEGE
# TUITION WAIVER AUTHORIZATION FORM

**EMPLOYEE NAME** _____ **ID #** _____

**DEPARTMENT** _____ **DATE** _____

**WAIVER WILL BE USED** **Fall** ☐ **Winter** ☐ **Spring** ☐ **Summer** ☐

*(Please check only one. A separate waiver must be submitted each term.)*

**CLASSIFIED EMPLOYEE:**

| | | | |
|---|---|---|---|
| ☐ | Full-time Classified (30-40 hrs / wk) | up to 12 credits per term | _____ credits |
| ☐ | Part-time Classified (20-29 hrs / wk) | up to 8 credits per term | _____ credits |
| ☐ | Part-time Classified (19 hrs. or less wk) | up to 4 credits per term | _____ credits |

**FULL-TIME FACULTY EMPLOYEE:**

| | | | |
|---|---|---|---|
| ☐ | Full-time Faculty (61% or greater) | up to 12 credits per term | _____ credits |

**PART-TIME FACULTY**: Beginning with the fourth (4th) term of employment (excluding summer), each unit-eligible member is eligible for 8 credits per term tuition waiver. These credits may also be used according to the eligibility requirements listed below.

| | | | |
|---|---|---|---|
| ☐ | Part-time Faculty (20-60%) | up to 8 credits per term | _____ credits |

**MANAGEMENT, ADMINISTRATIVE & PROFESSIONAL (EXEMPT) EMPLOYEE:**

| | | | |
|---|---|---|---|
| ☐ | Full-time Exempt (90-100%) | up to 12 credits per term | _____ credits |
| ☐ | Reduced Contract Exempt (50-89%) | up to 6 credits per term | _____ credits |
| ☐ | Part-time Exempt (less than 50%) | up to 3 credits per term | _____ credits |

**VERIFICATION OF EMPLOYEE ELIGIBLITY**

**HUMAN RESOURCES SIGNATURE** _____ **DATE** _____

**TUITION WAIVER ELIGIBILITY:** Each eligible member, their spouse, and/or their dependent children ("dependent children" are defined by the IRS Publication 501, and includes children of divorced parents), may enroll for credit courses and the tuition will be waived up to the total number of credits allowable based on the member's workload percent as listed above.

**Guideline for "Dependent children" eligibility (per IRS regulations):**

- ✓ The child under age 19 must be employee's legal dependent, employee must claim the child on employee's taxes, the child must have lived with employee for more than half of the year, and is at least 51% supported by employee.

**OR**

- ✓ The child is under age 24 and a full-time student, has lived with employee for more than half of the year (or is temporarily not living at home because they are living at school), and is at least 50% supported by the employee.

**OR**

- ✓ The child is any age and permanently and totally disabled.

Children of divorced/separated parents: If employee's child is not a legal dependent due to divorce or separation and/or employee does not claim the child on employee's taxes (including employee's spouse's children), depending on age, the above requirements still apply, but the requirement of living with the employee is not applicable.

**EMPLOYEE CERTIFICATION*: By signing this form, I certify that I have read and understand the tuition waiver eligibility guidelines as listed above, and I confirm that the person utilizing my tuition waiver benefit meets the eligibility requirements.*** _____ _____

**SIGNATURE OF EMPLOYEE** **DATE**

**NAME OF PERSON USING WAIVER** _____ **ID#** _____

**RELATIONSHIP TO EMPLOYEE** ☐ Self ☐ Spouse ☐ Eligible Dependent Child

**SIGNATURE OF PERSON USING WAIVER** _____ **DATE** _____

Human Resources FAX (541) 956-7355. After employee eligibility verification by Human Resources, take to a Rogue Central Specialist.

Routing: Original to Rogue Central revised 02/19/08