**For Official Use Only:**

E-Class\_\_\_\_\_\_\_\_\_\_\_\_\_

# Classes\_\_\_\_\_\_\_\_\_\_\_

Term\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exempted\_\_\_\_\_\_\_\_\_\_\_



**Tuition Waiver**

**Date Rec’d For Part-time Employees**

**Stamp or Other Qualifying Category**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | | Department | | | | L# | | |
| **Category:**   * Hourly classified (less than 700 hrs) * Hourly classified (more than 700 hrs) * Part-time credit instructor (.2 FTE or more) | | * Goshen Fire Department Volunteer * College Now High School Teacher * Flight Technology instructor | | | | **Term:**   * Fall * Winter * Spring * Summer | | **Year**:   * 2015 * 2016 * 2017 * 2018 |
| * Eligibility based on a previous term or terms. (*Part time credit instructors only*)   **Term:** \_\_\_\_\_\_\_\_\_\_\_\_\_Year: \_\_\_\_\_\_\_\_  **Term**: \_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **Registration #** | **Course Title** | | **# Credits** | **Tuition** **Cost:** |  | |  | |
| **Class Fees\*\*\*** | | **Tech Fees\*\*\*** | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
| *Employee Signature*: | | | | | ***Date:*** | | | |

# **\*\*\* *Not Paid By Tuition Waiver***

# **Department Manager Approval**

* I have read the eligibility criteria outlined above and certify that this employee will be working/teaching during the term indicated and is eligible for the tuition-free class. PT Faculty FTE for term indicated is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| ***Department Manager Signature:*** | ***Date:*** |

# **Human Resources Approval**

* I certify that this employee is eligible for the tuition-free class listed during the term indicated.
* I certify that this employee is eligible for a tuition-free class based on a previous term’s eligibility.

|  |  |  |
| --- | --- | --- |
| ***Human Resources Signature:*** | ***Date:*** | ***Date:***  **TSAEXPT** |

***Questions regarding eligibility, Contact Human Resources at 541-463-5586***

|  |
| --- |
| ***Eligibility Criteria*:**   * **Part-time Faculty - .20 FTE or greater**- 1 class per term. To use unused waivers beyond the current fiscal year*, Refer to Article 19.2 in the LCCEA Contract.* * **Hourly Classified (C3) –** 1 class per term. Must be working in the term the waiver is requested. Unlimited tuition waivers for employee’s with 700+ hours AND receiving the Health Care Stipend (eligibility is established at the beginning of each term). * **Goshen Fire Department Volunteers –** Limited to EMT Courses and the Fitness Education Center (EFC), transportation exempt section. * **College Now High School Teachers –** 1 class per academic year.   ***Not Eligible*:**   * *Part-time Faculty with FTE below .20 for the term* * *Continuing Education instructor (non-credit)* * *Work-study, Learn & Earn Students* * *Volunteers* |

**Revised June 2014 ka**

**Updated April 1, 2015 ka**