**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**