

**Tuition Waiver
For Part-time Employees
or Other Qualifying Category**

For Official Use Only:
E-Class _____
Classes _____
Term _____
Exempted _____

Name	Department	L#	
Category: <input type="checkbox"/> Hourly classified (less than 700 hrs) <input type="checkbox"/> Hourly classified (more than 700 hrs) <input type="checkbox"/> Part-time credit instructor (.2 FTE or more)	<input type="checkbox"/> Goshen Fire Department Volunteer <input type="checkbox"/> College Now High School Teacher <input type="checkbox"/> Flight Technology instructor	Term: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year: <input type="checkbox"/> 2015 <input type="checkbox"/> 2016 <input type="checkbox"/> 2017 <input type="checkbox"/> 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