



Financial Aid Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Code:  
\_\_\_\_\_ Amt. Entered: \_\_\_\_\_

**Step 3 BUSINESS OFFICE**

Full-time Employment Date: \_\_\_\_\_ Percent of Tuition Waiver: ( ) 33%  
( ) 66% ( ) Full

Retirement Date: \_\_\_\_\_ Account #: \_\_\_\_\_ Business Manager:  
\_\_\_\_\_ Date: \_\_\_\_\_

**Step 4 PRESIDENT'S OFFICE**

I hereby certify that the above named employee is an eligible employee of the Alabama College System and is entitled to receive all benefits granted under the Employees' and Dependents' Tuition Waiver Program.

President: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 5 Complete Registration and Pay Fees in the Cashier Office**

**STEPS IN COMPLETING THE EMPLOYEES'/DEPENDENTS' TUITION WAIVER**

1. Complete all information
2. Complete Dependent information if requesting the tuition waiver for a spouse/dependent.
3. Sign and date the request.
4. Supervisor must sign and date the waiver.
5. Financial Aid Office must verify prior courses and then the waiver will be forwarded to the Business Manager.
6. The Business Manager will forward the request to the President's Office for approval.
7. When the tuition waiver has been approved the Financial Aid Office will enter the award in the computer.
8. Any course changes after step 5 will require additional approval/form from the Financial Aid Office.
9. It is the employees'/dependents' responsibility to complete the registration process and pay all required fees.

**QUALIFICATIONS FOR RECEIVING THE TUITION WAIVER**

1. Must be a full-time employee.
2. Must have completed one full year of service with Alabama community college system before the first day of class.

One year of service will receive a 33% waiver.

Two years of service will receive a 66% waiver.

Three or more years of service will receive a 100% waiver.

3. Employee or spouse/dependent must follow the same procedures as a non-tuition waiver student in regards to hours taken each semester.

### **DEFINITIONS**

**Employee Dependent** includes tuition waivers to the spouse of any full-time employee, the unmarried (never married), natural or adopted children of any full-time employee, residing in the household of the employee or the employee's former spouse; the unmarried stepchildren of any full-time employee residing in the household of the employee.