NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
Administrative Clerical (NP-3) Tuition Waiver Request Form

Eligibility:
To be eligible for a waiver, the Administrative Clerical bargaining unit member must meet the following criteria:

- Be a permanent employee at a college in the Connecticut Community College System;
- Hold a position that requires at least 20 hours of work per week;
- Be actively employed and not on a leave at the time of the course;
- Have an overall rating of “Good” or better on the most recent service rating.

Waiver Terms & Conditions:

- The waiver shall cover tuition and certain fees (application fees, program enrollment fees, college services fees and the student activity fees) for up to two credit courses totaling a maximum of eight (8) credits per regular academic semester (Fall and Spring).
- The waiver will also apply to fees charged in lieu of tuition for extension credit courses offered during the Fall and Spring semesters.
- Mandatory usage fees (lab fees, studio fees, clinical program fees) will not be waived. In addition to these fees, the employee is responsible for purchasing any course books and materials.
- Tuition waivers shall not be available for summer session or inter-session course offerings and shall not apply to non-credit (credit-free) courses.
- A tuition waiver may be used for any on-ground, hybrid, or fully on-line credit course offered at any Connecticut community college in the System.
- The waiver may be used on a space available basis only. Space-available registration for eligible employees will be handled at the college where the course is to be taken in a manner similar to space-available registrations for Connecticut residents who are age 62 or older; the employee is responsible to ascertain the space-available registration procedures that will apply at each college where the employee desires to take a course.
- An employee who is eligible for more than one type of tuition waiver may use only one type of waiver benefit in a given semester.
- An employee who benefits from a tuition waiver may not seek tuition reimbursement under the collective bargaining agreement for the same course or courses in the same semester.
- A waiver may not be used for any course for which an employee has previously registered during that same semester as a paying student.
- Where an employee desires to take a course or courses that conflict with his/her regularly scheduled work hours, he/she shall request a schedule adjustment in accordance with Article 17, Section Five of the collective bargaining agreement. Schedule adjustments are subject to approval of the appointing authority or his/her designee. When a course or courses are taken during an employee’s regularly scheduled work hours, the time must be made up or charged to accrued vacation leave.
- Decisions relating to the administration of this program are within the discretion of the appointing authority or his/her designee and shall not be subject to the grievance procedure.
- The Administrative Clerical Tuition Waiver is effective January 1, 2014, and will sunset on June 30, 2016.

I fully understand the terms and conditions of the Administrative Clerical Tuition Waiver benefit as described above. I also understand that it is my responsibility to abide by the rules of the program, and that the abuse of the system could lead to a loss of tuition waiver privileges.

_________________________ ___________________________
Employee Signature Date

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## NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

**Administrative Clerical (NP-3) Tuition Waiver Request Form**

Employee Name (Please Print): __________________________________________________________

Student Banner ID # or SSN: __________________________________________________________

Semester Attending:   ☐ Fall 20___  ☐ Spring 20____

Community College Attending: ________________________________________________________

Course Name(s):  
1. ___________________________________________  # Credits: ______

2. ___________________________________________  # Credits: ______

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**To Be Completed by Human Resources at Employing College:**

1. Applicant is a NP-3 employee with permanent status: ☐ YES ☐ NO
2. Actively employed 20 or more hours per week: ☐ YES ☐ NO
3. Overall Rating of “Good” or better on service rating: ☐ YES ☐ NO

Date of most recent service rating: ______________________

Tuition Waiver Request Approved By:

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