



**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 twenty (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 the cost of 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.
- The waiver may be used on a space available basis only.
- Within the above parameters, a tuition waiver may be used for any on-ground, hybrid, or fully on-line credit course offered at any community college in the System.
- 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.
- Each employee who desires to take advantage of the tuition waiver benefit is responsible to ascertain the space-available registration procedures that will apply at each college where the employee desires to take a course, as these procedures may vary somewhat from college to college.
- 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 July 1, 2016, and will sunset on June 30, 2021.

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.

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**Employee Signature**

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**Date**



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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: \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**To Be Completed by Human Resources Office 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:

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**