

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

For Official Use Only:

E-Class: _____

Classes: _____

Term: _____

Exempted: _____

Eligibility Criteria

Employees registering for credit classes need to apply for admissions at www.lanecc.edu.

Part-time credit faculty	Those who qualify for the faculty bargaining unit* are eligible for one tuition-free class during the term they teach <u>or</u> during one of the subsequent 3 terms. Such waivers may be accrued but must be used within each fiscal year cycle (July-June annually) beginning with summer term and ending with spring term each year. All waivers earned or accrued in winter or spring terms must be used by the immediate following summer term and shall not be accrued or carried forward into the next academic year. Employees applying to Human Resources by June 30, annually, shall be granted an exception that allows, up to two accrued waivers to be used beyond the fiscal year.
Hourly classified employees (C-3)	Those who qualify for the bargaining unit and have worked less than 700 hours in the past 12 months are eligible for one tuition-free class during the term they are working. Hourly classified employees (C-3) that have worked more than 700 hours in the past 12 months are eligible for unlimited tuition waivers.
Goshen Fire Department Volunteers	Are eligible for tuition-free classes each term for certain qualifying categories of classes. Eligible classes are limited to the following: EMT classes and the Fitness Center. Eligibility for fitness center classes include enrollment in the transportation fee exempt section.
College Now High School Teachers	Are eligible for one tuition-free class per academic year.

*Part-time credit faculty who teach more than .20 FTE in a single term are eligible for the faculty bargaining unit and the benefits defined therein.

Not Eligible

Continuing Education instructors (non-credit) and all part-time credit instructors with workloads below the bargaining unit eligibility threshold* are **not eligible** for a tuition waiver. Classified non-bargaining unit employees are **not eligible** for tuition waivers. Volunteers, Learn & Earn, and Workstudy students are **not eligible** for tuition waivers.

Employee and Course Data (to be completed by employee)

Name	Department		L#		
Category:	Current Term:		Year:		
<input type="checkbox"/> Hourly classified (less than 700 hrs) <input type="checkbox"/> Hourly classified (more than 700 hrs) <input type="checkbox"/> Flight Technology instructor <input type="checkbox"/> Goshen Fire Department Volunteer <input type="checkbox"/> College Now High School Teacher <input type="checkbox"/> Part-time credit instructor (.2 or more)	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer		<input type="checkbox"/> 2010 <input type="checkbox"/> 2011 <input type="checkbox"/> 2012 <input type="checkbox"/> 2013		
<input type="checkbox"/> Eligibility based on a previous term or terms. (<i>Part time credit instructors only</i>) 1st Term: _____ Year: _____ 2nd Term: _____ Year: _____					
Registration #:	Course Title:	# of Credits:	Cost:		
			Tuition**	Class Fees***	Tech Fees***
Employee Signature		Date			

** Tuition is paid at the In-State tuition rate (Please see residency requirements at <http://www.lanecc.edu/cops/resident.htm>)

***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
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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
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PLEASE SUBMIT TO HUMAN RESOURCES AFTER APPROPRIATE SIGNATURES ARE OBTAINED.