

Washtenaw Community College
Office of Human Resource Management

Part Time Tuition Grant Request

Student/Employee Name _____

Student/Employee ID Number @ _____

Semester/Session Fall/Winter/Spring/Summer _____ 20_____

A course must be taken to full term; if a course is not completed in full, the employee shall reimburse the College for tuition and any other sums granted on their behalf.

Any mandatory/technical fees associated with the course, or a course taken at the Health and Fitness Center are not covered by the waiver.

Part Time Faculty members may elect to enroll in any WCC course for which they qualify. Tuition grants are available to part time Faculty that has provided service over a period of 4 (four) semesters or 60 (sixty) weeks. Tuition grants are available only during the semester/session in which the part-time Faculty member is actively employed with an assignment and limited to 3 (three) credit hours for credit courses or the total rate of 3 (three) credit hours for non-credit courses.

Part Time Independent Group employees may elect to enroll in any WCC course for which they qualify. Tuition grants are available to part time Independent Group employees that have completed 6 (six) months of continuous employment. Tuition grants are available only during the semester/session in which the part-time Independent Group employee is actively employed and limited to 3 (three) credit hours for credit courses or the total rate of 3 (three) credit hours for non-credit courses.

Part Time Support Staff may elect to enroll in any WCC course for which they qualify. Tuition grants are available to part time Support Staff that have completed 6 (six) months of continuous employment. Tuition grants are available only during the semester/session in which the part-time Support Staff member is actively employed and limited to 3 (three) credit hours for credit courses or the total rate of 3 (three) credit hours for non-credit courses in any one semester/session.

Please check **IF** applicable:

Tuition is granted at in-district rates. Check box if out of Washtenaw County for override.

Please make sure home address is current in the system to prevent delay in processing waiver.

Registering for Distant Learning Online Course

Registering for Non-credit Course

NOTE: If registering for Non-credit courses, you must complete your enrollment with Economic & Community Education at 734-677-5233, to assure the tuition grant will apply for the course(s) you're registering.

I hereby understand and agree to the above conditions.

Employee Signature: _____ Date: _____

HRM Authorized Signature: _____ Date: _____

Revised 12/15/15

Revised 5/1/17