



**SOUTHWESTERN OREGON COMMUNITY COLLEGE
STAFF, PART-TIME FACULTY, RETIREE, AND DEPENDENT TUITION
AND FEE BENEFIT REQUEST**

Submitting this form does not register you for a class. You must register via Web Advisor or at the Student First Stop Center in Dellwood Hall. This form is for the purpose of waiving tuition and/or fees only as provided by the benefit.

FOR FACULTY/MASSC/CLASSIFIED: Eligible Southwestern MASSC, Classified and full-time Faculty may request the staff tuition and fee waiver benefit for SWOCC classes as specified in the Collective Bargaining Agreements and/or College Procedures.

Classified & MASSC: 1) All tuition waived; 2) Per credit billing fees and per course registration fees waived. Self support fees and special program fees shall be paid by the employee; 3) Super Circuit (fees & tuition waived); 4) 1 supervisor approved job-related per term (fees, tuition & books waived).

Faculty: 1) All tuition waived; 2) Fees waived up to \$50/term; 3) Super Circuit (fees & tuition waived); 4) 1 VP approved class (fees & tuition waived).

TERMS & CONDITIONS: Tuition and fees for non-SWOCC on-line courses, Enterprise account courses, Self Supporting courses (i.e. OCCl Community Cooking Courses) and third party fees or are not covered under this benefit. The employee is responsible for payment of all charges in excess of the waiver benefit and will be billed for those charges in the same manner as other students. Payment or arrangements to pay the excess charges by the payment deadline for the term courses are taken is the responsibility of the employee. Failure to pay may result in late fees, interest, and collection procedures. Job-related (Classified)/VP approved (Faculty) course requests must be authorized before this form is submitted to Financial Aid.

FOR DEPENDENTS: Dependents of Southwestern's MASSC, Classified and full-time Faculty are eligible for tuition and fee waiver benefits as specified in the Collective Bargaining Agreements and/or Administrative Policies. Only those dependents listed on the Tuition Waiver Eligibility Form who qualify as a dependent under IRS guidelines are eligible for this dependent benefit.

Classified & MASSC Dependents: 1) All tuition waived; 2) Per credit billing fees and per course registration fees waived. Self support fees and special program fees shall be paid by the employee; 3) Super Circuit (fees & tuition waived).

Faculty Dependents: 1) All tuition waived; 2) Fees waived up to \$50/term; 3) Super Circuit (fees & tuition waived).

TERMS & CONDITIONS: Tuition and fees for non-SWOCC on-line courses, Enterprise account courses, Self Supporting courses (i.e. OCCl Community Cooking Courses) and third party fees or are not covered under this benefit. The dependent or employee is responsible for payment of all charges in excess of the current benefit amount and will be billed for those charges in the same manner as other students. Payment or arrangements to pay the excess charges by the payment deadline for the term courses are taken is the responsibility of the employee. Failure to pay may result in late fees, interest, and collection procedures.

FOR RETIREES: In accordance with Administrative Policy #6.2.022, Retired Employee Status, retired employees with "Retired Employee Status" and their dependents are eligible for :

- "Full waiver for Credit Hour Tuition" for SWOCC courses. Tuition for non-SWOCC courses is not covered under this benefit. This waiver is for tuition only and does not cover fees.

The retiree or the retiree's dependent is responsible for payment of all charges in excess of the waived tuition and will be billed for those charges in the same manner as other students. Payment or arrangements to pay the excess charges by the payment deadline for the term courses are taken is the responsibility of the retiree or the dependent listed above. Failure to pay may result in late fees, interest, and collection procedures.

FOR PART-TIME FACULTY: In accordance with Administrative Policy #6.5.016, part-time faculty receive a tuition waiver credit to take eligible courses at SWOCC. If you register for a class with course credits greater than the credit waiver you have accrued, you will be responsible for payment of the difference.

- This waiver covers tuition only. The part-time faculty must complete a tuition waiver form and obtain the appropriate approval prior to enrolling in class/classes each term. Tuition credit may not be transferred to spouse/dependents.
- Tuition waiver credit accrual will be based on the following formula: 10 contact hours of instruction = 1 tuition credit. Maximum tuition credit accrual per term is 4. Maximum tuition credit accrual per year is 16. Maximum tuition credit accrual will not exceed 16 total. Tuition credits will be applied at the end of each term at which time records will be electronically updated.
- Ineligible courses: Courses offered through grants that require eligibility. Courses offered through Contracted Training and Development. Courses offered through the Business Development Center. [Non-SWOCC] On-line courses. Enterprise courses (OCCI community courses).
- Guidelines for part-time faculty tuition credit waivers: Part-time faculty will pay all other fees, materials, books, and incidental charges associated with the course. Tuition waiver credits may be used as they are received or saved and used all in one term. *(New part-time faculty may utilize the tuition waiver credit benefit beginning with their second term of employment.)* When the annual maximum accrual of 16 credits has been reached, the part-time faculty must utilize some or all of the tuition waiver benefit or forfeit further accrual.
- If the part-time faculty member is no longer employed by Southwestern, the tuition waiver credits must be used within one year of the last date employed or the credits will be forfeited.

Payment or arrangements to pay the excess charges by the payment deadline for the term courses are taken is the responsibility of the part-time faculty member. Failure to pay may result in late fees, interest, and collection procedures.



SWOCC TUITION AND FEE BENEFIT REQUEST FORM
(FORWARD ALL REQUESTS DIRECTLY TO FINANCIAL AID)

NAME: _____ SWOCC ID#: _____

Office/Division: _____ Phone: _____

Check One: Classified Part Time Faculty
 Retiree Dependent – Name: _____
 MASSC SWOCC ID#: _____
 Full-Time Faculty

Requested By: Employee OR Supervisor

Requested As: Job-related Wellness Employee Benefit

If job-related, how is class job-related? _____

Release time requested? (for job-related courses only) Yes No

TERM: Summer Fall Winter Spring and YEAR: _____

| TLN | Course Number | Course Title | # Credits |
|-----|---------------|--------------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |

I agree to the terms and conditions of this tuition waiver request.

Payroll deduct any excess fees: Yes No (If neither is indicated, fees WILL be deducted.)

Employee/Retiree Signature _____ Date: _____

If this request is for a wellness class, or for any class requested as an "employee benefit," stop here and forward this form to Financial Aid. If this request is for a job-related course, forward form to supervisor for approval.

FOR SUPERVISOR USE:

*Job-Related Courses: Tuition, fees and the cost of books may be waived for one approved job-related course per term. Requests to take job-related classes and requests for release time **MUST** be approved by the supervisor and signed off on by the Manager.*

The following information **MUST** be provided for all requests to take job-related classes:

| Tuition | Fees | Books | Account to Charge Books |
|----------|----------|----------|-------------------------|
| \$ _____ | \$ _____ | \$ _____ | |

Approval: Approved as Job-Related Denied Reason(s) for denial: _____
 Release Time Approved Denied _____

| | | |
|-------------------|-------------|-----------------------------|
| Supervisor: _____ | Date: _____ | Manager initial here: _____ |
|-------------------|-------------|-----------------------------|

FORWARD ALL REQUESTS TO FINANCIAL AID

| | |
|----------------------|-------------|
| Entered by FA: _____ | Date: _____ |
|----------------------|-------------|