



# SOUTHWESTERN OREGON COMMUNITY COLLEGE

## DEPENDENT TUITION WAIVER ELIGIBILITY FORM

Employee's Name \_\_\_\_\_

\_\_\_ Classified  
\_\_\_ Full-Time Faculty  
\_\_\_ MASSC

Classified, full-time Faculty, and MASSC employees may receive a tuition waiver benefit for eligible dependents as specified in the Collective Bargaining Agreements and/or Administrative Policies. "Eligible dependent" means a spouse or someone under the age of 26 whom an eligible employee claimed as a dependent on his/her last Federal income tax return. Only dependents that are listed on this form are eligible to receive the waiver. Employees are responsible for updating this form as necessary (adding and deleting dependents). At any time during the academic year, should an employee or a dependent become ineligible for the tuition waiver benefit, the employee will be responsible for any tuition or fees incurred.

**The following individuals are eligible as my spouse and/or dependents for tuition waivers at Southwestern Oregon Community College (list ALL eligible dependents):**

Dependent's Full Name	Relationship to Employee	Dependent's SSN	Dependent's birth date

**The individuals listed are eligible dependents as defined above. I understand that if my status changes so that I become ineligible for the tuition waiver benefit, or a dependent is no longer eligible to receive the benefit, I will be responsible for any tuition or fees incurred.** I understand that I will be responsible for the tuition and fees for any person listed who is not eligible for a tuition waiver. Furthermore, I understand that I will be 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 or the dependent. Failure to pay may result in late fees, interest, and collection procedures.

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

\_\_\_\_\_  
Date

***The Tuition Waiver benefit will not be applied unless a completed and signed request form is on file in the Human Resources Office for the applicable term..***

___ entered in REL on _____ by ___
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