

# TUITION WAIVER REQUEST

TERM: Summer \_\_\_\_\_ (Year) Fall \_\_\_\_\_ (Year) Spring \_\_\_\_\_ (Year)

A tuition waiver form must be completed and submitted to HR for EACH semester. Choose only ONE TERM per form.  
**DO NOT TURN IN FORM PRIOR TO REGISTERING FOR CLASSES**

EMPLOYEE  
STATUS:

- ☐ Faculty — Full Time    ☐ Union — Full Time    ☐ Staff — Full Time  
☐ Faculty — Adjunct    ☐ Union — Part Time    ☐ Staff — Part Time  
☐ Dual Credit Instructor  
☐ Retiree

☐ TUITION WAIVER FOR SELF: Please complete this section:

I, \_\_\_\_\_, Employee ID # \_\_\_\_\_ have enrolled in ICC credit course(s) and request that my tuition be waived based upon my waiver eligibility. (See page 2 of this form.)

☐ TUITION WAIVER FOR SPOUSE or DEPENDENT: Please complete this section:

I, \_\_\_\_\_, Employee ID # \_\_\_\_\_ have claimed the following family member as a dependent on my most recent income tax return or identified them as my spouse and acknowledge their enrollment at Illinois Central College for the term indicated above. This tuition waiver request is for: (select one)

- ☐ My **SPOUSE**  
☐ My **CHILD** who is unmarried, under the age of 26, and lives with me  
☐ My **CHILD** who is unmarried, under the age of 26, and does not live with me but is defined by the IRS as a dependent

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Enrolled in # of credit hours: \_\_\_\_\_

(Required)

- ➡ Only credit classes that receive a letter grade are eligible for tuition waiver  
 ➡ Does not cover fees, non-credit courses, or audit\* registrations

**SIGN HERE: Signature of employee/retiree required.**

\_\_\_\_\_  
Employee/Retiree Signature      Date: \_\_\_\_\_

APPROVAL – For Human Resources Use Only

\_\_\_\_\_  
Human Resources Officer Approval

\_\_\_\_\_  
Credit Hours Approved

## TUITION WAIVERS FOR ICC EMPLOYEES/DEPENDENTS

- Tuition Waivers may be used a maximum of two times for the same course
- Only credit classes that receive a letter grade are eligible for tuition waiver
- Does not cover fees, non-credit courses, or audit\* registrations
- Upon separation from ICC unused tuition waiver credit is forfeited

**Full-time or adjunct faculty and staff may not enroll as full-time students; therefore, the number of credit hours that may be taken must be fewer than twelve (12) during a regular semester and fewer than six (6) during a summer session.**

<b>Full-Time Faculty</b>	Tuition is waived automatically upon registration. <i>* Per faculty contract, full-time faculty are eligible to receive tuition waivers for audited classes.</i>
<b>Full-Time Staff</b>	Tuition is waived automatically upon registration.
<b>Adjunct Faculty</b>	<b>Active</b> adjunct faculty members are eligible for 1 tuition-free credit class (not to exceed 5 credit hours) for each term taught. Tuition waivers may be applied during the same term class is being taught or taken within one calendar year of the end of the semester when the teaching occurred.
<b>Dual Credit Instructor</b>	Waivers are earned as adjunct faculty. <i>Dual credit instructors will be defined as adjunct faculty for purposes of compliance with ICCB guidelines. Dual credit instructors for ICC have the opportunity to participate in all activities associated with being an adjunct instructor, including ICC's Tuition Waiver Program. Dual credit instructors are not considered employees eligible for compensation, other benefits, or union affiliation.</i>
<b>Hourly Staff</b>	Based upon hours actually worked the previous calendar year, a part-time employee may earn course waivers for credit classes (not to exceed 5 credit hours per class) for themselves or their dependent as follows: <div style="margin-left: 40px;"> <b>400-799 hours:                1 class</b>  <b>800-1199 hours:            2 classes</b>  <b>1200-more:                   3 classes</b> </div>
<b>Part-Time Union Staff</b>	Tuition is waived after one year of continuous service and a minimum of 1,000 hours worked.
<b>Dependents</b>	Spouses and dependent children of full-time faculty and staff, adjunct faculty, dual credit instructors, part-time union, and part-time classified or retirees who enroll in graded credit courses at the College are eligible to have their tuition waived. The dependent benefit is available to full-time staff the semester immediately following employment at the College. Part-time union dependent benefit is available after two years of continuous service and a minimum of 2,000 hours worked. The dependent benefit is available to adjunct faculty members and dual credit instructors after 3 successful terms of instruction.  This benefit is intended to cover unmarried children of eligible employees and retirees who are under the age of 26 living with the employee/retiree, or children under the age of 26 who are not living with the employee/retiree but who are defined by the IRS as dependent children of that employee/retiree.

**To receive a tuition waiver, the employee/student is required to complete a tuition waiver form each semester and submit it to Human Resources for approval. Once approved, HR will forward to Student Accounting for final processing. Employees/students will receive email notifications informing them of the status of the tuition waiver during the approval process.**