

Turtle Mountain Community College
2014-2015 Employee and Board Members Tuition Waiver Application

Applicants must meet the following definitions for eligibility and criteria under this waiver.	
1.	It is the policy of the College to grant an Institutional Tuition Waiver to members of the Board of Directors, Board of Trustees, regular full time employees, and their legal spouse and legal children. Legal children defined as biological, legal guardianship, and step children. <i>*Documentation may be required</i>
2.	Waivers are granted following satisfactory completion of employee probationary period (not applicable for board members).
3.	Waivers are effective at the start of each semester.
4.	Students not meeting Financial Aid Satisfactory Academic Progress, will be reviewed on a case by case basis, to determine eligibility.
5.	Employee and Board Waivers are considered a resource toward the student's Financial Aid Budget.
6.	If a waiver is granted, and a student receives funding from a program that covers cost of tuition, program dollars will be applied first to the cost of their tuition
7.	Employees attending classes during the work day must meet all guidelines as outlined in Policy Manual 5.18.0000 Developmental Leave/Release Time
Application Requirements (Initial by Appropriate Official)	
	Verification by Human Resource Office- Eligibility & Attached Schedule
	Verification by Financial Aid Office – Eligibility
	Completed Application- HR Office

Waivers are granted for one academic year. Students who are granted an Employee or Board Member Tuition Waiver are still required to pay all applicable fees.

Name: _____ Student ID # _____

Address: _____ Phone: _____

_____ Date of Birth: _____

Degree Program: _____

Term of Enrollment: Summer Fall Spring (Circle one)

Student Signature: _____

If applying as an employee, board member, spouse of an employee/board member or legal child of an employee/board member, please provide name and signature of employee/board member.

 Employee/Board Member Signature

**SUBMIT COMPLETE APPLICATION WITH REQUIRED DOCUMENTATION TO THE
 Human Resource Office**