



## Dependent Tuition Waiver User Guide

Students utilizing a Dependent Tuition Waiver at any or multiple MCCCDC College(s) should adhere to Admissions and Registration requirements that are posted at the link below:

2.2 Admission/Registration/Enrollment

<https://district.maricopa.edu/regulations/admin-regs/section-2/2-2>

### Dependent Students Quick Facts:

- Dependent students must complete the admissions process and enroll in classes prior to submitting their tuition waiver.
- For new dependents the employee must complete and submit the [Tuition Waiver Eligibility Form](#) to add their dependent to the eligibility list.
- A dependent is classified as a spouse/unmarried dependent (less than 24 years old) of a Maricopa employee, who is currently a Full-Time Classified, Non-Classified or Specially-Funded employee\* of the Maricopa County Community College District.
- Dependent Tuition Waivers cover up to 16 credit hours per semester.
- Maricopa Tuition Waivers **do not cover** the registration fee, course fees or out of state charges.
- The student will need to complete a Dependent Tuition Waiver for each campus if using the tuition waiver at more than one campus.

### Tips for Filling Out Waiver Forms For Dependents and Spouses

Recently, the Dynamic Waiver Forms process was launched for [eligible dependents and spouses](#). The project team has some tips to highlight when filling the form out:

1. The dependent/spouse must first complete, sign and submit **their own form**.
2. Only after the dependent completes their portion of the form will it route to the employee for their information and signature. **If using the same computer**, the dependent should log out of the Dynamic Form after completing the entry (vs. simply closing out of the page).




**How to complete a Dependent Tuition Waiver:**

1. The student will sign into the Dynamic Form using the following hyperlink: [Dependent Tuition Waiver](#) using the students MEID and password.

\*\* The student needs to sign in to start the Dependent Tuition Waiver. The form will autofill the **STUDENT INFORMATION** portion attached to the MEID and password from who logged into complete the form.\*\*

\* = required field  
Some content may be updated based on selection



Chandler-Gilbert | Estrella Mountain | GateWay  
Glendale | Mesa | Paradise Valley | Phoenix  
Rio Salado | Scottsdale | South Mountain

**Maricopa County Community College District (MCCCD)**  
**Dependent Tuition Waiver Request**

**Instructions to Student:** Complete the **Student Portion** of this form for each college that you plan to attend this semester. If you plan to attend more than one college, you must complete more than one form. Failure to submit proper forms can result in assessment of applicable tuition charges. Have the employee (your parent or spouse) complete the **Employee Portion**. Please keep a copy for your records. Tuition waiver requests will only be honored through the semester in which the class ends. To avoid any delays in processing, follow the instructions at the end of the this form to pay for any fees you owe in addition to the credit hour cost. **Incomplete and/or older forms will not be processed.**

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**STUDENT INFORMATION**

First Name \*  Last Name \*   
 Student ID \*  Phone Number \*

2. The student will continue to complete requested information on **College and Course Information**.
  - a. Select the college in the drop down menu. The student will need to complete a Dependent Tuition waiver for each campus if using the tuition waiver at more then one campus.
  - b. Select the term in the drop down menu.
  - c. Enter the course Prefix, Class Number, Days, Times and Credit Hours. (If the class is online, enter online).
  - d. The form will provide one line requesting the course information and will generate a new row after the second course prefix been entered.

**COLLEGE AND COURSE INFORMATION**

College \*  Term \*

Prefix & Number (ex. ENG101)	Class Number (Ex: 20213)	Days (ex. MW or TTh)	Times (ex. 8am - 9:30am)	Credit Hours (ex. 3 or 4 credits)
*ENG101	*12345	*Online	*Online	*3.00
MAT151	*12346	*MW	*10:00am-11:00am	*4.00
CIS105	*12347	*MW	*11:15am-12:00pm	*3.00
CRE101	*12348	*TTH	*10:00am-11:00pm	*3.00
COM100	*12349	*TTH	*11:15am-12:00pm	*3.00
<input type="text"/>				



3. The student will complete the **Student' Statement of Certification, Understanding and Agreement** portion of the request.
  - a. Select their Dependent status in the drop down menu
  - b. Reviews and agrees to terms and conditions
  - c. Provides electronic signature

**Student' Statement of Certification, Understanding, and Agreement**

*I certify that I am a spouse/unmarried dependent (less than 24 years old) of a Maricopa employee, who is currently a Full-Time Classified, Non-Classified or Specially-Funded employee\* of the Maricopa County Community College District.*

\* -- Please Select --

**I understand and agree that:**

- \*  If it is determined that I am not eligible for a waiver, I am responsible for paying the full student cost of any courses I am enrolled in as of the drop/add period for the course(s). Eligibility may or may not be verified prior to the end of the drop/add period.
- \*  The number of withdrawals for the same course number (i.e., ECN211) is limited to two (2). Upon the third attempt, I may not use a tuition waiver to register for any course for which I have previously received two W, Y, Z or F grades and I must pay applicable course costs. The intent of this limitation is to address the potential (or possible) misuse of public funds for any activity indicating a pattern of non-participation, non-attendance and non-completion (e.g., multiple withdrawals or "Z" grades). **All such patterns can result in ineligibility to use the waiver benefit.**
- \*  I am eligible for a tuition waiver for up to sixteen (16) credit hours during the semester in which my spouse or parent is employed.
- \*  If you add or change classes at a later date within the same semester and college, you understand and agree to comply with the eligibility requirements. (revised 03/07/2021)
- \*  I understand and agree that: **Not meeting Standards for Satisfactory Academic Progress may change my waiver status to ineligible. Attendance in courses will be at my own cost. Appeals for reconsideration must be submitted to the Office of Public Stewardship.**

\*  
Signature \_\_\_\_\_ Date 10/05/2023

4. The student will complete the **Employee Information** portion of the request.
  - a. Student keys in their Spouse or Parents MEID. This will autofill the Employee ID, First Name, Last Name and Employee Email.
  - b. The student will not have the ability to update the Daytime phone, Employee Class or the Job Location.
  - c. The student selects the Submit Form option.

**EMPLOYEE INFORMATION**

Enter your Spouse/Parent's MEID \*

Employee ID

First Name  Last Name

Employee Email  Daytime Phone \*

Employee Class \* -- Please Select -- Job Location \* -- Choose --

Form Revised 06/27/2023



5. After the form has been submitted. The notice the will appear and the same notice will be sent to the students Maricopa email.

Thank you for submitting your Tuition Waiver.

- Please allow 5-7 business days for processing
- If you need to pay your registration and class fees go to your [Student Center](#) to make payment.

If you have any questions or concerns please contact the Student Business Services Office at 480-731-8800, and select the campus you plan to attend.

Thank you.

Maricopa Community Colleges

[View Form PDF](#)

If you need a copy of this form, please view and print or save this form now. This form contains confidential fields which you may not be able to view once it has been processed.

- a. Payment will need to be made for the registration and class fees prior to the request being processed. Out of State fees are not covered by the Tuition Waiver.

**Ways to Pay:**

- Online through the Student's Student Center with a credit card or e-check at <https://www.maricopa.edu/students>
- Over the phone with a credit card to **623.935.8888** opt. 2
- In-person at Student Business Services located in Komatke Enrollment Center

6. The Dependent Tuition Waiver will then be routed the Spouse or Parents Maricopa work email. The Employee will receive the following email with a hyperlink provided for the Employee to complete their portion of the Dependent Tuition Wavier.

Maricopa: 2023 Dependent Tuition Waiver - Signature Required Inbox x

do.not.reply@forms.maricopa.edu

to [REDACTED]

You are receiving this e-mail because [REDACTED] has submitted a 2023 Dependent Tuition Waiver.

Please login to [Dynamic Forms](#), and then proceed to Pending/Draft Forms to process the form.

[← Reply](#) [→ Forward](#)



7. The Employee will complete the **Employee Information** portion
  - a. Entering in their Daytime phone, updating their employee Class and Job Location in the drop down menu.

**EMPLOYEE INFORMATION**

Enter your Spouse/Parent's MEID \*

Employee ID

First Name  Last Name

Employee Email  Daytime Phone \*

Employee Class \*  Job Location \*

8. The Employee will complete the **Employee's Statement of Certification, Understanding and Agreement** portion of the form.
  - a. Select the Dependent status of the student on the drop down menu
  - b. Reviews and agrees to terms and conditions
  - c. Provides electronic signature and selects Submit Form.

**Employee's Statement of Certification, Understanding, and Agreement**  
(Check that you have read and understood each statement)

*I certify that I am currently a Full-Time Classified, Non-Classified, or Specially-Funded employee\* of the Maricopa County Community College District and that the above-signed student is my spouse/unmarried dependent (less than 24 years old) who is claimed as an exemption for state and federal tax purposes.*

**I understand and agree that:**

- \*  The waiver for the above-listed class(es) is for the in-county credit-hour cost only (does not include out-of-county, out-of-state, distance learning, or other surcharges); waiver for no other fee is expressed or implied by the acceptance of this request. Credit by examination or evaluation are not eligible for waiver.
- \*  The eligibility of my spouse/unmarried dependent to receive a waiver is subject to verification.
- \*  Acceptance of this request by the College Cashier's Office does not imply that it has been approved. Eligibility will be based on state statute and MCCCDC policies and regulations.
- \*  The dependent noted on this page is my legal dependent as defined for state and federal tax purposes. Fraud is generally defined as the "intentional misrepresentation of material facts and circumstances to obtain payment that would not otherwise be made" and disciplinary action will be taken, up to and including termination, should this occur. In addition, I understand I will be held liable for any claims or fees incurred for the individual that is not a dependent.

\*A Full-Time Classified, Non-Classified or Specially-Funded employee is a regular employee who is compensated from .75 to 1.0 FTE. One-Year-Only (OYO) and One-Semester Only (OSO) working less than full-time and Temporary employees are not eligible for tuition waivers.

\*  \_\_\_\_\_  
Signature Date

Form Revised 06/27/2023



9. After both the student and employee have completed their portion of the Dependent Tuition Waiver the request is sent to Student Business Services at the campus selected on the waiver.

### **Student Business Services Portion**

- Student Business Services will receive a email that a Dependent Tuition Waiver needs to be reviewed. A associate will review the form and ensure that the following:
  - a. The student completed the correct form
  - b. The student is enrolled in the classes listed on the Tuition Wavier request
  - c. The required course infomration is entered on the form.
  - d. The registration and course fees if any are paid.
  - e. The employee portion is completed.
- Student Business services applies the waiver to cover the course(s) if the form was completed correctly, enrollment matches the request and payment been submitted. The account will display a zero balance at the campus related to the request.
- If the request is missing one or any of the items for review the form is returned and the student is notified to their Maricopa email with the reason(s) the request could not be completed and directing the student to resubmit the Dependent waiver with the proper information.
- After the Refund Deadline has passed the Manager of Students Business Services will review and provide final approval of the waiver.

**For any questions regarding tuition waivers, please contact:**

**Student Business Services**

Phone: 623-935-8888, option 2

Email: [sbs@estrellamountain.edu](mailto:sbs@estrellamountain.edu)

**For issues related to viewing and signing the submitted waiver online, please contact:**

**Holly Rouse**

Email: [holly.rouse@domail.maricopa.edu](mailto:holly.rouse@domail.maricopa.edu)