



Employee Tuition Waiver User Guide

Employees utilizing an Employee 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>

Employee Tuition Waiver Quick Facts:

- Employee must complete the admissions process and enroll in classes prior to submitting their tuition waiver.
- For eligible Maricopa Community College employees: For additional information related to eligibility, guidelines and terms of use please review the [MCCCDC Tuition Waivers and Handbook](#).
- Employee Tuition Waivers cover up to 12 credit hours per semester.
- Maricopa Tuition Waivers **do not cover** the registration fee, course fees or out of state charges.
- The employee will need to complete an Employee Tuition Waiver for each campus if using the tuition waiver at more than one campus.

Employee Tips for Filling Out Tuition Waiver Forms

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

1. **If using the same computer**, the employee and supervisor should log out of the Dynamic Form after completing the entry (vs. simply closing out of the page).



How to complete an Employee Tuition Waiver:

1. The employee will sign into the Dynamic Form using the following hyperlink: [Employee Tuition Waiver](#) using the students MEID and password. The form will autofill the **EMPLOYEE INFORMATION**, except the Job Location, Work Hours and Day Time Phone section.

Timer Hide
38 minutes

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

MARICOPA
COMMUNITY COLLEGES

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

Maricopa County Community College District (MCCCD)
Employee Tuition Waiver Request

Instructions to Employee: You must complete a separate form for each college that you plan to attend. Please keep a copy for your records. Tuition waiver requests will only be honored through the semester in which the class ends. Failure to submit proper forms can result in assessment of applicable tuition charges. To avoid any delays in your registration, 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.*

EMPLOYEE INFORMATION

Today's Date	*10/06/2023	Job Location	*Estrella Mountain Co
Student ID	*	Employee ID	*
First Name	*	Last Name	*
Job Title	*	Maricopa Email	*
Work Hours	*8:00am-5:00pm	Daytime Phone	*

2. The employee will continue to complete requested information on **College and Course Information:**
 - a. Selecting the college in the drop down menu. The employee will need to complete an Employee Tuition Waiver for each campus if using the tuition waiver at more than 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 has been entered.

COLLEGE AND COURSE INFORMATION

College *Estrella Mountain Co Term *Fall 2023

Prefix & Number (ex. ENG101)	Section Number (Ex: 20213)	Days (ex. MW or TTh)	Times (ex. 8am - 9:30am)	Credit Hours (ex. 3 or 4 credits)
*ENG101	*12345	*MW	*5:15pm-6pm	*3.00
CIS105	12346	Online	Online	3.00
MAT151	12347	MW	12pm-1pm	4.00



3. The employee will complete the **Employee Statement of Certification, Understanding and Agreement** portion of the request:
 - a. Reviews and agrees to terms and conditions
 - b. Proceeds to Next.

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. I understand and agree that:

- * I am eligible for a tuition waiver for up to twelve (12) credit hours during the semester in which I am employed
- * 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 is not eligible for waiver.
- * Acceptance of this request by the Student Business Services Office does not imply that it has been approved. Eligibility will be based on state statute and MCCCDC policies and regulations. If it is determined that I am not eligible for a waiver, I understand and agree that 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--see Enrollment Irregularities below).
- * I understand that ANY pattern of W, Y, Z and F grades for all courses enrolled in when using the waiver benefit can result in tuition waiver ineligibility. Courses not dropped prior to drop/add result in the expenditure of public funds.
- * 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)*
- * **In compliance with the Enrollment Irregularities Administrative Regulation, I will submit the "Annual Acknowledgement and Disclosures" which can be found in the [Employee Learn Center](#). I understand that at the point of registration and in compliance with state statute, I shall also submit appropriate citizenship documentation to the Admissions and Records/Enrollment Services Office at the college in which I am enrolling.**
- * **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.**

*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.**

Form Revised 06/27/2023

Next

4. The employee will complete the **Class Conflicts with Hours of Accountability** portion of the request:
 - a. Reviews and agrees to terms and conditions
 - b. Update the drop down menu stating whether the class conflicts with their normal working hours of accountability.

Class Conflicts with Hours of Accountability

- * I understand that **If the class conflicts with normal working hours of accountability that my Supervisor and President/VC approval is required.**
- * **Use of the waiver during work hours is limited to the provisions outlined on page 5 of the [Tuition Waiver Handbook](#). For instance, approval by supervisors and Presidents (or other executive designee) is limited to work schedule changes that result in a nominal operational change, but not for the approval on the types of courses that the waiver may be applied to. This authority resides at the District level under the review of the Office of Public Stewardship. Tuition waivers may not be applied to block courses or certification programs that are only offered during standard business hours, wherein employee attendance to complete the program or courses entails a significant absence from duty or a major work schedule adjustment.** *(revised 07/20/2022)*

-- Choose -- **My class conflicts with normal working hours of accountability, approval is required.**



- c. If the course does conflict with normal working hours of accountability, approval is required. The form will populate requesting additional information and be routed to your direct supervisor and the campus President or Designee/Vice Chancellor if unavailable. The information required includes:
 - i. Briefly describe the schedule adjustment and how the time away will be accounted for:
 - ii. The Campus President's name and Maricopa email. The form will be routed to the designated personnel after the form is submitted to co-sign for approval of conflicts with accountability.

Class Conflicts with Hours of Accountability

* I understand that If the class conflicts with normal working hours of accountability that my Supervisor and President/VC approval is required.

* Use of the waiver during work hours is limited to the provisions outlined on page 5 of the [Tuition Waiver Handbook](#). For instance, approval by supervisors and Presidents (or other executive designee) is limited to work schedule changes that result in a nominal operational change, but not for the approval on the types of courses that the waiver may be applied to. This authority resides at the District level under the review of the Office of Public Stewardship. Tuition waivers may not be applied to block courses or certification programs that are only offered during standard business hours, wherein employee attendance to complete the program or courses entails a significant absence from duty or a major work schedule adjustment. (revised 07/20/2022)

* My class conflicts with normal working hours of accountability, approval is required.

The time away from work should be made up either by a documented and supervisor approved flex schedule or use of personal or vacation time. Limited exceptions may be made in instances where the supervisor directs the employee to enroll in a credit hour course during work time.
Please briefly describe the schedule adjustment and how the time away will be accounted for:

*

Supervisor

Supervisor Emplid Supervisor Name
 Maricopa Email

President or Designee/VC
(must be president or VC, unless they are unavailable)

First Name Last Name
 Maricopa Email

- 5. The employee will complete the **Employees on Leave** portion:
 - a. Reviews and agrees to terms and conditions
 - b. Updates the drop menu a leave of any sort.

Employees on Leave

* I understand that If an employee is currently on administrative, educational or sabbatical leave of absence, attendance/participation in the above listed class(es) must be approved by the District Director/HR Solutions Center. For FMLA, military, medical, personal, or industrial leaves of absence, approval to attend/participate in the above listed classes must be approved by the District Solutions Director.

* I am on currently on administrative, educational or sabbatical leave of absence, attendance/participation in the above listed class(es) must be approved by the District Director/HR Solutions Center. For FMLA, military, medical, personal, or industrial leaves of absence, approval to attend/participate in the above listed classes must be approved by the District Director HR Solutions Center/Leave of Absence Unit.



6. Employee completes the **Employee Signature** portion and Submits Form.

Employee Signature

*
(click to sign)

Employee Signature _____ Date _____

7. After the form has been submitted. The notice will appear and the same notice will be sent to the employee's 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

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](tel:623.935.8888) opt. 2
- In-person at Student Business Services located in Komatke Enrollment Center

8. After the employee has completed their portion of the Employee Tuition Waiver the request is sent to Student Business Services at the campus selected on the waiver.

a. If additional signatures are required the form will be routed to your Supervisors and Campus President or Designee/Vice Chancellor if unavailable. Once additional signatures are obtained the form is then routed to Student Business Services.



Student Business Services Portion

- Student Business Services will receive an email that an Employee Tuition Waiver needs to be reviewed. A associate will review the form and ensure that the following has been completed:
 - a. The employee completed the correct form
 - b. The employee is enrolled in the classes listed on the Tuition Wavier request
 - c. The required course information is entered on the form.
 - d. The registration and course fees if any are paid.
 - e. Additional signatures are completed if necessary.
- Student Business services applies the waiver to cover the course(s) if the form was completed correctly, enrollment matches the request and payment has 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 employee is notified to their Maricopa email with the reason(s) the request could not be completed and directing the student to resubmit the Employee 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

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

Holly Rouse

Email: holly.rouse@domail.maricopa.edu