



Authorization for Tuition Waiver (For CCRI Classes Only)

Date of Request: _____

Semester Enrolling:
Spring _____ Fall _____ Summer _____
(yr) (yr) (yr)

I. EMPLOYEE INFORMATION:

Name: _____ Banner ID #: _____
Department: _____ Are you a full-time employee? ()Yes ()No
Date of Birth: _____ Are you currently on leave without pay? ()Yes ()No

II. STUDENT INFORMATION:

Self: () Courses are offered outside of normal working hours, or
() during normal working hours (please attach justification stated below in Attendance Policy).

Spouse/
Domestic Partner: Name: _____ Banner ID #: _____
Date of Birth: _____
In program of study? ()Yes ()No List Program: _____
List all existing degrees held _____

Dependent: Name: _____ Banner ID #: _____
Date of Birth: _____
In program of study? ()Yes ()No List Program: _____
List all existing degrees held _____

Dependency Statement: I am providing at least 50% of my child's support and am claiming him/her as an exemption on this year's income tax.

Employee Signature _____

III. BOARD OF GOVERNORS POLICY:

1. Tuition waiver is applicable to Board of Governors non-union and union employees, according to the following policy unless specifically designated otherwise in a union contract. Employees covered by a collective bargaining agreement should consult the applicable tuition waiver policy.
2. General fees or course charges for institutions under the jurisdiction of the Board of Governors may be waived for all employees. The level of eligibility for full-time employees shall be unlimited. This waiver applies to the employee's spouse or domestic partner and legal dependents who are pursuing courses in a regular study program for credit at the baccalaureate level only. In the event of an employee's death, the tuition waiver benefit shall be provided for those spouses and legal dependents who have been accepted or are enrolled at the time of such death and who maintain continuous enrollment.
3. **Only** full-time employees are eligible.
4. If an employee is on leave without pay neither he/she nor his/her spouse, domestic partner and/or legal dependents are eligible for tuition waiver unless specifically approved by the institution.
5. Waiver of fees will be limited strictly to tuition. All other fees, books, supplies, travel and other expenses must be paid by the individual.
6. Tuition waivers are not applicable to non-credit courses, specialty courses, or executive MBA courses.

Attendance Policy

All courses will be on a space-available basis. Employees are expected to enroll in courses outside of normal work hours. Employees must receive prior approval from their department supervisors to participate in courses during their normal work schedule. Final approval will be contingent upon the submission of a statement by the department supervisor which verifies that the time required for class attendance will be charged either to vacation or personal leave or to an adjusted work schedule. The adjusted work schedule must indicate how the time is to be made up. This statement must be forwarded to the Office of Human Resources along with the Authorization for Tuition Waiver.

IF A FUTURE AUDIT REVEALS THAT INCORRECT INFORMATION WAS GIVEN, THE EMPLOYEE WILL BE HELD FINANCIALLY RESPONSIBLE FOR COURSES TAKEN AND MAY BE SUBJECT TO DISCIPLINARY ACTION.

Employee Signature and Date _____

Approved by: _____
Dean/Director/Department Chair
(Required only if during working hours)

Director/Associate Director of HR or Campus Designee

BURSARS USE ONLY

Code: _____ Amount: \$ _____

Amt Paid: \$ _____ Amt Due: \$ _____



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of the Bursar

CCRI TUITION WAIVER POLICY

Bi-weekly State employees, spouses or domestic partners and eligible dependents seeking tuition waivers must adhere to the following steps to ensure efficient processing of the waiver benefit:

- **The form must be signed by one of the assigned College designee's located at each campus location or it will not be accepted by the Bursar's Office.**

Designees are:

Walter Crocker – Interim Director, Providence Campus

Robyn Greene – Newport Campus

Sheri Norton – Human Resources, Warwick Campus

Michelle O'Brien – Human Resources, Warwick Campus

John P. Panzica – Enrollment Services, Flanagan Campus

- Present the approved “Authorization for Tuition Waiver” form to the Bursar’s Office in Warwick, Lincoln, Providence, or Newport.
- The waiver covers the cost of tuition only. Therefore, ALL other applicable fees such as registration, activity fees, student union fees, Learning Resource fees, technology fees and lab fees, must be paid in full upon submission of the tuition waiver authorization form. Please refer to the CCRI web page or contact any Bursar’s Office location with any questions regarding the cost of these fees.
- The tuition waiver authorization form cannot, by policy, be accepted and applied to a student account by the Bursar’s Office without payment in full of all applicable fees.
- Because the tuition waiver is a form of payment, the student must adhere to all payment due dates as stated on term bills when they are planning to utilize the tuition waiver form.
- The individual utilizing the waiver must adhere to all college refund and or withdrawal policies once enrolled.