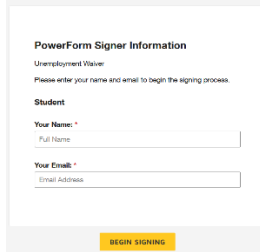


## Instructions to complete the Unemployment Waiver

Use this link to apply for [Fall 2022 unemployment waiver Form](#).

The link brings you here, enter your name and email address then click on Begin Signing.



**PowerForm Signer Information**  
Unemployment Waiver  
Please enter your name and email to begin the signing process.

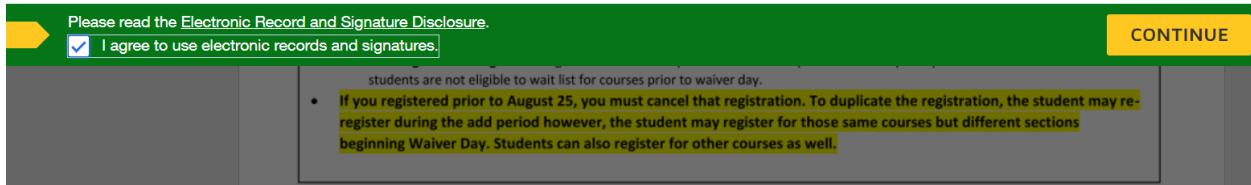
**Student**

Your Name: \*  
Full Name

Your Email: \*  
Email Address

**BEGIN SIGNING**

Next, you will go to this page, Next, you will go to this page, click in the white box to agree to use electronic records and signatures (a blue checkmark will appear) and then click continue.



Please read the [Electronic Record and Signature Disclosure](#).

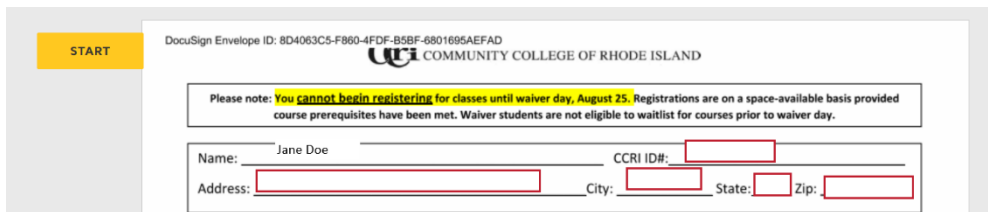
I agree to use electronic records and signatures.

**CONTINUE**

students are not eligible to wait list for courses prior to waiver day.

- If you registered prior to August 25, you must cancel that registration. To duplicate the registration, the student may re-register during the add period however, the student may register for those same courses but different sections beginning Waiver Day. Students can also register for other courses as well.

This page contains the waiver regulations, instructions and documents you need to upload. Please read the information. Press start to begin the application.



**START**

DocuSign Envelope ID: 8D4063C5-F860-4FDF-B5BF-6801695AEFAD

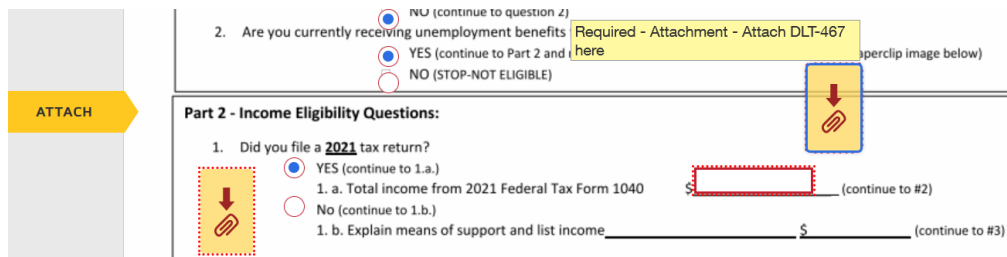
**CCRI COMMUNITY COLLEGE OF RHODE ISLAND**

Please note: You cannot begin registering for classes until waiver day, August 25. Registrations are on a space-available basis provided course prerequisites have been met. Waiver students are not eligible to waitlist for courses prior to waiver day.

Name: Jane Doe CCRI ID#: [ ]

Address: [ ] City: [ ] State: [ ] Zip: [ ]

Begin filling in your information. You cannot finish the application until you upload your DLT-467 form in part 1 of the application and your Federal Tax Form 1040.



**ATTACH**

2. Are you currently receiving unemployment benefits? **Required - Attachment - Attach DLT-467**

INU (continue to question 2)

YES (continue to Part 2 and [here](#) **perclip image below**)

NO (STOP-NOT ELIGIBLE)

**Part 2 - Income Eligibility Questions:**

1. Did you file a **2021** tax return?

YES (continue to 1.a.)

1. a. Total income from 2021 Federal Tax Form 1040 \$ [ ] (continue to #2)

No (continue to 1.b.)

1. b. Explain means of support and list income \$ \_\_\_\_\_ (continue to #3)

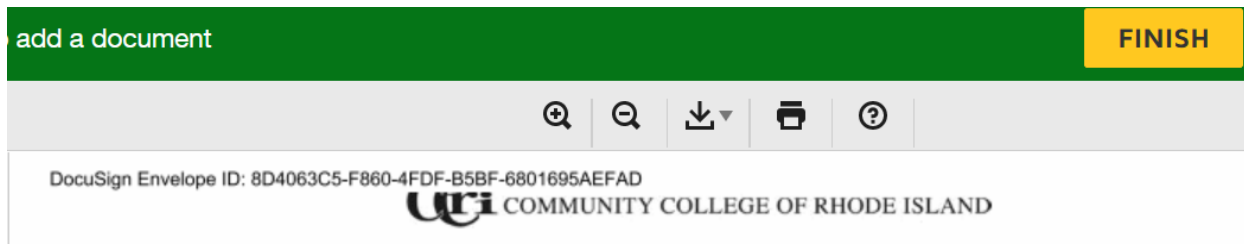
Once you answer all applicable questions, sign the application, use the paperclip icon to the right of the date and upload the rest of the required documents.

**Affidavit:** I have read the **\*\*waiver regulations above**. In addition, I understand that if I fail to comply with any of these regulations, I will be responsible for the payment of my courses. I declare that the above information is true and correct to the best of my knowledge.

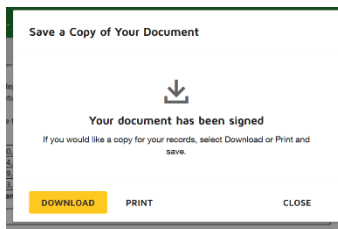
Applicant Signature: Jane Doe Date: 8/23/2022 | 2:47 PM EDT

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Then click on the finish box at the top right-hand corner.

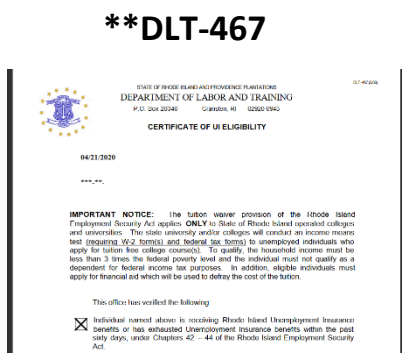


After you click on finish, you will receive a notification to either download, print or close your waiver application. Click on close when you are done, the page will look like the one below.



Click on close again to finish.

**REQUIRED FORMS:**



**Financial aid confirmation**



**US form 1040**



**Employer W-2**

W-2 Wages statement

The application is forwarded to the Bursar's Office for review and fee assessment. You will receive an email from [bursarwaivers@ccri.edu](mailto:bursarwaivers@ccri.edu) indicating if your waiver was approved, the fees due and a link to the online payment portal.

**\*\*Need help securing the DLT-467 form?**

Call **netWORKri** phone numbers the offices are now open for phone calls, someone can assist you with retrieving the form. Providence - (401) 462-8900, West Warwick - (401) 462-4100, Woonsocket - (401) 235-1201 or Wakefield - (401) 782-4362