



Staff Tuition Waiver Authorization Form

SJC regular employees are eligible for a tuition waiver up to \$100.00 per semester for credit classes up to 4 credit hours. Employees wishing to participate in any credit HHPC Fitness conditioning class will receive an additional \$70.00 fee waiver per semester. Adjunct instructors are eligible for this benefit only for the semester for which they are employed.

Instructions: Four easy steps:

1. SJC employee completes authorization form and seeks immediate supervisor's approval.
2. Supervisor approves, making sure to fill in the **Department Account Number**.
3. Employee **registers for the class**. The staff tuition waiver does not register the employee for the class.
4. The employee turns the white copy of the waiver into the Business Office within 3 days **after** registering for the class(es).
5. **Adjunct Faculty only** qualifies for the \$70.00 waiver for semester HHPC class.

Employee Name: _____ Social Security Number: _____

Department: _____ Date: _____

Please check the box(s) that apply: Semester/Year: _____

Up to \$100.00 waiver for _____ credit course.
Course Name

\$70.00 waiver for semester HHPC class.

\$210.00 waiver for annual HHPC class. **Must enroll between Aug. 1 – Sept. 14.** (PHED 103 – Annual Enrollment). Adjunct instructors are not eligible.

\$140.00 waiver for 2 semesters HHPC class. **Must enroll between Sept. 15 – Jan. 31.** Adjunct instructors are not eligible.

Immediate Supervisor Approval: _____

Department Acct #: _____ Date: _____