



Family Tuition Waiver Authorization Form

A *qualified family member of a benefited employee is eligible for a tuition waiver up to \$100.00 per semester for credit classes up to 4 credit hours. A *qualified family member is also eligible for a membership to the HHPC. A single-family member may utilize both waivers or two different family members may utilize a waiver each.

Instructions:

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. The Benefits Manager approves authorization form.
4. Immediate family member **registers for the class**. The tuition waiver does not register the family member for the class.
5. The employee or family member turns the white copy of the waiver into the Business Office within 3 days **after** registering for the class(es).

Employee Name: _____ **Social Security Number:** _____

Family Member Name: _____ **Social Security Number:** _____

Relationship: _____

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: _____ **Date:** _____

Human Resources Approval: _____ **Date:** _____

Department Name: _____ **Acct #:** _____

*Qualified Family Member – an eligible dependent as defined by insurance plan rules.