



JOLIET JUNIOR COLLEGE

1901

Tuition Waiver for Credited Courses Including HPR Courses
IT IS YOUR RESPONSIBILITY TO OBTAIN AUTHORIZED SIGNATURE(S) AND MAKE PAYMENT

To be completed by faculty/staff member:

 Employee Department ID Number

Employee Information:

Full or part-time status:

Job Family:

Student Information:

Name: ID Number:
 Address: Date of Birth:
 City: Term/Semester:
 State: County: Student Status:

I attest the above information is true and accurate as of this date:

 Employee Signature

Supervisor signature is required for all part-time employees (excluding adjuncts). Supervisor signature attests that the course(s) listed below directly relate to current position or certificate/degree completion.

 Supervisor Signature

Course	Section	Tuition	Day	Time	Location
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Course	Section	Tuition	Day	Time	Location
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Course	Section	Tuition	Day	Time	Location
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Course	Section	Tuition	Day	Time	Location
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 Human Resources Signature

 Date

Tuition Waiver Procedure

ELIGIBILITY:

- Union members should consult their respective union contracts for details on eligibility.
- Retirees, full-time non-union employees, their spouses, and dependent** children shall be entitled to enroll in credit courses offered at Joliet Junior College with all tuition charges waived.

**Eligible dependent children include those who are unmarried and under the age of twenty-four (24) and are dependent upon the retiree or full-time employee for support and maintenance at the commencement date of the class.

PROCESSING TUITION WAIVER FORM:

- The employee will complete and sign the Tuition Waiver (part-time employees require supervisor signature as well) and then send to Human Resources (A-3000) or by email to hr@jjc.edu to verify the eligibility and sign off on the waiver.
- Employees who reside outside District 525 must present an approved (signed) tuition waiver to the Admissions Office (A-1020) or by email to admissions@jjc.edu prior to submitting the waiver to Student Accounts & Payments (A-1020) or by email to account.payments@jjc.edu. Tuition will then be adjusted to the in-district rate for the purpose of the tuition waiver only. Should employees or dependents become ineligible for the tuition waiver benefit, the out-of-district amount of the tuition will remain in effect. This process needs to be done each semester the student is enrolled.
- Payment for fees not covered by this waiver must be paid by your tuition due date.