



CERTIFICATE OF ELIGIBILITY FOR BCC BENEFITED EMPLOYEE TUITION WAIVER

Instructions: Before completing this form, please read carefully to determine whether you, your spouse, or your dependent child are eligible for BCC's tuition waiver benefits. After completing the form, you must have it signed by both your Department Head and by the College's Chief Human Resources Officer.

EMPLOYEE'S NAME

UNION AFFILIATION

TITLE AND DEPARTMENT

SEMESTER

NAME OF INDIVIDUAL USING TUITION WAIVER

RELATIONSHIP TO EMPLOYEE:

SELF

SPOUSE

DEPENDENT CHILD (UP TO AGE 25)

D.O.B. OF DEPENDENT CHILD

- BENEFITED EMPLOYEE DEPENDENT:** NON -Matriculated Student (i.e. including **Non-Credit** and Kids College classes) register and submit * 1 week before Class (100% Tuition and Fees)
- BENEFITED EMPLOYEE DEPENDENT:** Matriculated Student (100% Tuition and Fees)
- BENEFITED BCC EMPLOYEE:** NON -Matriculated Student register and submit *1 week before class (100% Tuition and Fees)
- BENEFITED BCC EMPLOYEE:** Matriculated student (100% Tuition and Fees)

Please note: For students currently matriculated in a degree or eligible certificate program the one week waiting period is waived.

SIGNATURE OF BENEFITED EMPLOYEE

DATE

*** Registering prior to one week before classes begins voids the eligibility for this waiver**

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The individual named above is a benefited employee of this College and meets all eligibility requirements for BCC's tuition waiver.

SIGNATURE OF EMPLOYEE'S DEPARTMENT HEAD

DATE

SIGNATURE OF CHIEF HUMAN RESOURCES OFFICER

DATE