

Dependent Student Tuition Waiver Process User Guide

Students utilizing a Dependent Tuition Waiver at any or multiple MCCCDCollege(s) should adhere to Admissions and Registration requirements that are posted at the link below:

2.2 Admission/Registration/Enrollment

<https://district.maricopa.edu/regulations/admin-regs/section-2/2-2>

Dependent User Guide

For dual enrollment courses, parents please be present during your dependent's completion of the form and remember to have the dependent log out of the Dynamic Form if using the same computer, and before attempting to complete your portion of the process.

New Dependent Students

1. Dependent students are required to complete the admissions process with MCCCDCollege(s) of choice through (my.maricopa.edu).
2. Dependent students are required to provide Proof of Residency with Admissions and Records.
**MCCCDCollege Tuition Waivers do not cover Out-of-State Tuition Surcharges*
3. Dependent enrolls in classes.
4. Dependent students will log into the MCCCDCollege Student Center at my.maricopa.edu and pay Registration, Lab Fees and Out-of-State Surcharges.
**To avoid any delays in your registration, payment in full for any fees you owe in addition to the credit hour cost needs to be paid prior to submitting your Dependent Waiver Form.
**Click [here](#) for steps on how to pay online.*
5. Dependent will begin processing the Dependent Tuition Waiver by clicking [Dependent Tuition Waiver Dynamic forms](#).
**Complete this form for each Maricopa college that you plan to attend each semester.*

Continuing Dependent Students:

1. Dependent enrolls in classes.
2. Dependent students will log into the MCCCDCollege Student Center at my.maricopa.edu and pay Registration, Lab Fees and Out-of-State Surcharges.
**To avoid any delays in your registration, payment in full for any fees you owe in addition to the credit hour cost needs to be paid prior to submitting your Dependent Waiver Form.
**Click [here](#) for steps on how to pay online.*

3. Dependent will begin processing the Dependent Tuition Waiver by clicking [Dependent Tuition Waiver Dynamic forms](#).

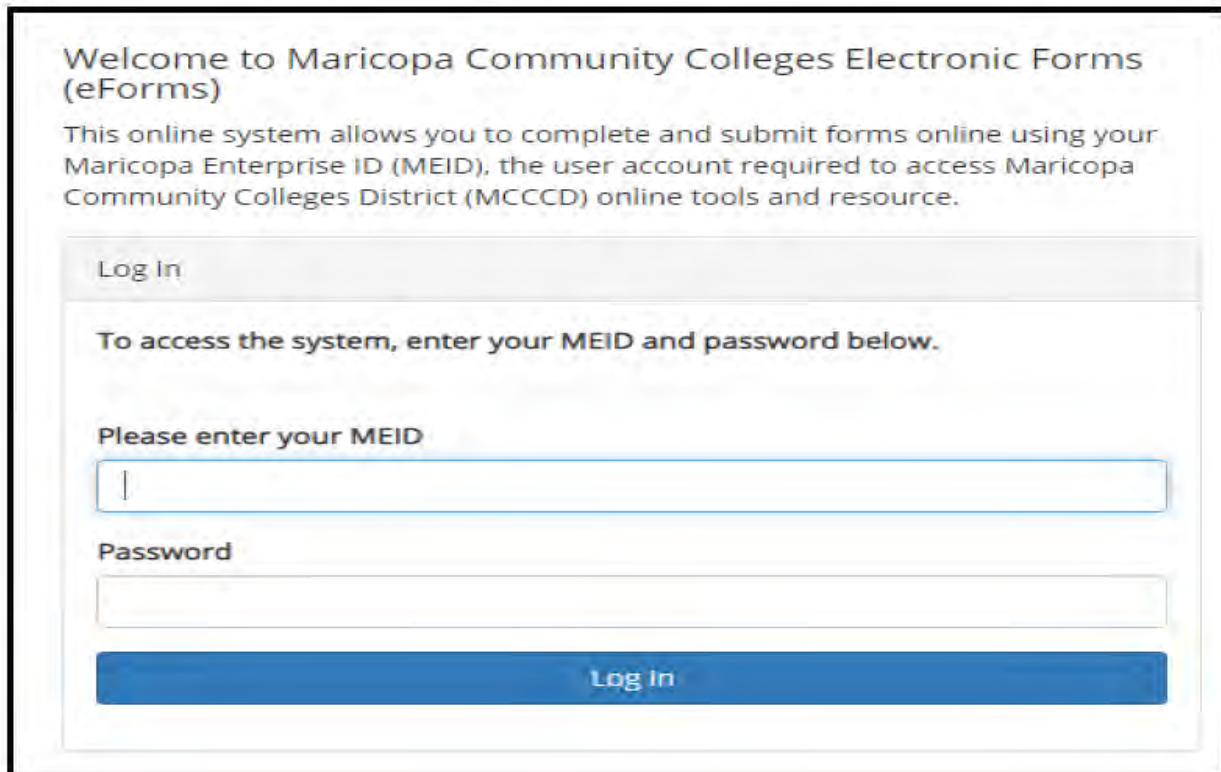
**Complete this form for each college that you plan to attend each semester.*

Complete Dependent Tuition Waiver via Dynamic Forms:

1. **Students will sign into Dynamic Forms Using their college MEID and password.**

**More information on MEIDs click [here](#).*

*** This is the students' information not the College Employee.*



The screenshot shows the login interface for the Maricopa Community Colleges Electronic Forms (eForms) system. At the top, it says "Welcome to Maricopa Community Colleges Electronic Forms (eForms)". Below this, a paragraph explains that the system allows users to complete and submit forms online using their Maricopa Enterprise ID (MEID), which is the same user account used for other MCCC District online tools. The login form itself has a header "Log In" and a prompt: "To access the system, enter your MEID and password below." There are two input fields: "Please enter your MEID" and "Password". A blue "Log In" button is positioned at the bottom of the form.

2. **One the first page the student will use the First Name, Last Name and college email of the parent who they are utilizing the Dependent Tuition Waiver Benefits from.**

**This will not be the Students information.*

Instructions

Form Participants

Employee

First Name Last Name Email

3. The Maricopa Dependent Tuition Waiver form appears. Dependent will complete the following sections:

a. COLLEGE AND COURSE INFORMATION

COLLEGE AND COURSE INFORMATION

College Term

Prefix & Number (ex. ENG101)	Class Number (Ex: 20213)	Days (ex. MW or TTh)	Times (ex. 8am - 9:30am)	Credit Hours (ex. 3 or 4 credits)
<input type="text" value="ACC"/>	<input type="text" value="111"/>	<input type="text" value="Online"/>	<input type="text" value="n/a"/>	<input type="text" value="3"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

b. Student' Statement of Certification, Understanding, and Agreement

Select dependent classification: Spouse, or unmarried dependent (less than 24 years old).

Student' Statement of Certification, Understanding, and Agreement

I certify that I am a spouse/unmarried dependent (less than 24 years old) of a Maricopa employee, who is currently a Full-Time Classified, Non-Classified or Specially-Funded employee of the Maricopa County Community College District.*

c. Check all acknowledgement boxes. (Required fields)

I understand and agree that:

- * If it is determined that I am not eligible for a waiver, I am responsible for paying the full student cost of any courses I am enrolled in as of the drop/add period for the course(s). Eligibility may or may not be verified prior to the end of the drop/add period.
- * The number of withdrawals for the same course number (i.e., ECN211) is limited to two (2). Upon the third attempt, I may not use a tuition waiver to register for any course for which I have previously received two W, Y, Z or F grades and I must pay applicable course costs. The intent of this limitation is to address the potential (or possible) misuse of public funds for any activity indicating a pattern of non-participation, non-attendance and non-completion (e.g., multiple withdrawals or "Z" grades). **All such patterns can result in ineligibility to use the waiver benefit.**
- * I am eligible for a tuition waiver for up to sixteen (16) credit hours during the semester in which my spouse or parent is employed.
- * I understand and agree that: **Not meeting Standards for Satisfactory Academic Progress may change my waiver status to ineligible. Attendance in courses will be at my own cost. Appeals for reconsideration must be submitted to the Office of Public Stewardship.**

d. Provide electronic signature

(click to sign)	
Signature	Date

The electronic signature tool will appear. Provide your signature in the appropriate boxes.



e. Save progress, or submit waiver. The waiver can be saved and submitted at a later time by clicking "Save Progress". If ready to submit waiver, click "Submit Form."

Save Progress Submit Form

4. Dependent waiver is now with the appropriate college Student Business Services Office for processing.

***The form can viewed in PDF format after submission by clicking on "View form PDF"**

Thank you for submitting this form. Please allow 3-5 business days for processing.
If you have any questions or concerns please contact the Student Business Services Office at the college you plan to attend.

[View Form PDF](#)

If you need a copy of this form, please view and print or save this form now. This form contains confidential fields which you may not be able to view once it has been processed.

5. Dependent will receive an email confirmation of waiver submission.

Maricopa: Dependent Tuition Waiver 050220

Inbox x

notify@my.maricopa.edu 11:17 PM (5 minutes ago)

Hello,

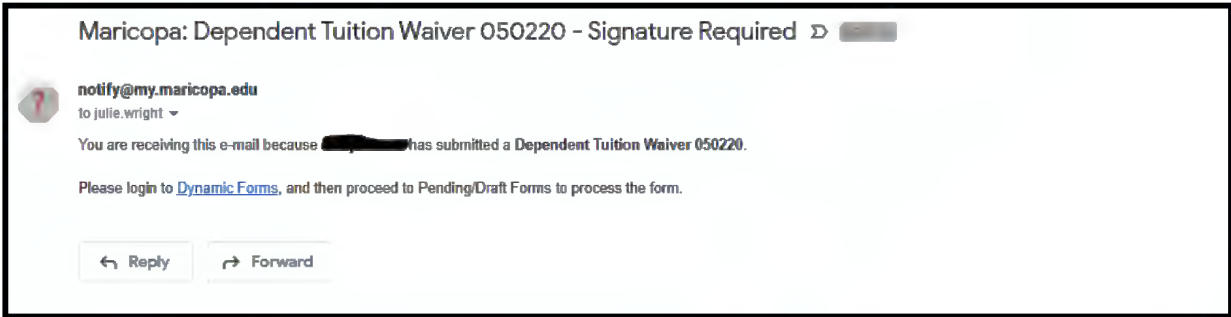
Thank you for submitting this form. Please allow 3-5 business days for processing.

If you have any questions or concerns please contact the Student Business Services Office at the college you plan to attend.

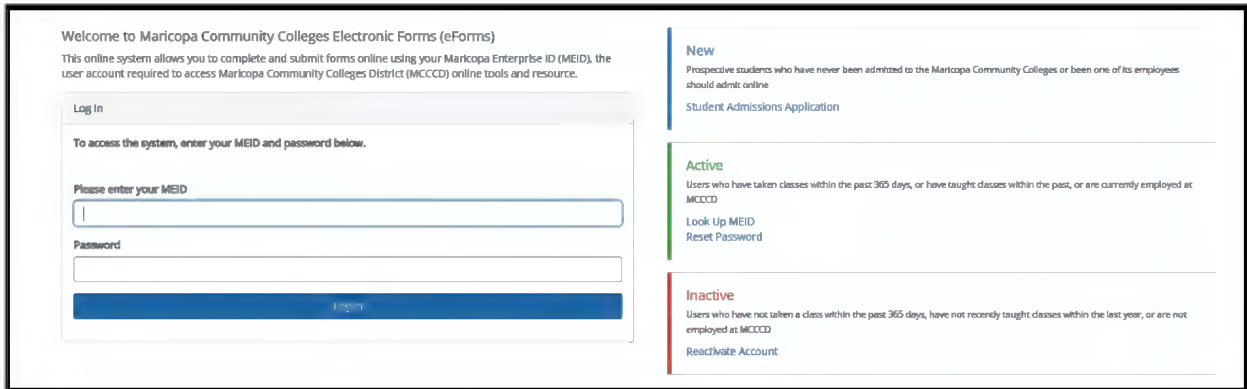
Thank you.

Maricopa Community Colleges

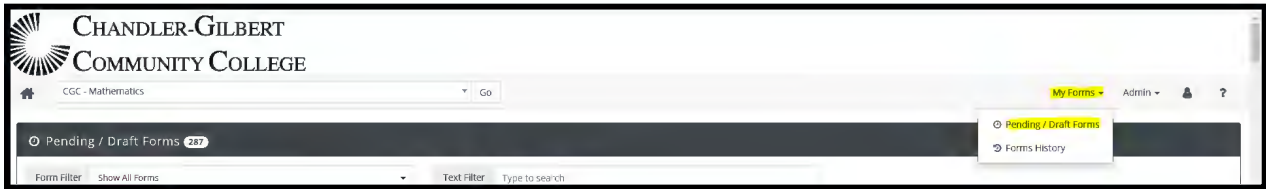
6. Parents will receive an email that they need to go in and approve the waiver.



7. Parent will be asked to sign into Dynamic Forms using their MEID and Password.



8. Once logged into Dynamic forms, click on the My forms drop down box and select Pending/Draft Forms.



9. Click on Complete Form box next to Dependent Tuition Waiver

Form Name	Date	PDF	HTML	Action
Dependent Tuition Waiver 050220	8/31/2020 5:27:49 PM			Complete Form

10. On the Dependent Waiver, verify that every box with a red * has been completed correctly.

EMPLOYEE PORTION			
Employee ID	<input type="text"/>	Job Location	* <input type="text" value="-- Choose --"/>
First Name	<input type="text"/>	Last Name	* <input type="text"/>
Employee Class	* <input type="text" value="-- Please Select --"/>	Daytime Phone	* <input type="text"/>

11. Complete the “Employee’s Statement of Certification, Understanding, and Agreement.” Ensure the appropriate dependent classification is selected and that all acknowledgment boxes are checked.

Employee’s Statement of Certification, Understanding, and Agreement
(Check that you have read and understood each statement)

I certify that I am currently a Full-Time Classified, Non-Classified, or Specially-Funded employee of the Maricopa County Community College District and that the above-signed student is my spouse/unmarried dependent (less than 24 years old) who is claimed as an exemption for state and federal tax purposes.*

*

I understand and agree that:

- The waiver for the above-listed class(es) is for the in-county credit-hour cost only (does not include out-of-county, out-of-state, distance learning or other surcharges); waiver for no other fee is expressed or implied by the acceptance of this request. Credit by examination or evaluation is not eligible for waiver.
- The eligibility of my spouse/unmarried dependent to receive a waiver is subject to verification.
- Acceptance of this request by the College Cashier’s Office does not imply that it has been approved. Eligibility will be based on state statute and MCCCCD policies and regulations.
- The dependent noted on this page is my legal dependent as defined for state and federal tax purposes. Fraud is generally defined as the “intentional misrepresentation of material facts and circumstances to obtain payment that would not otherwise be made” and disciplinary action will be taken, up to and including termination, should this occur. In addition, I understand I will be held liable for any claims or fees incurred for the individual that is not a dependent.

*A Full-Time Classified, Non-Classified or Specially-Funded employee is a regular employee who is compensated from .75 to 1.0 FTE. One-Year-Only (OYO) and One-Semester Only (OSO) working less than full-time and Temporary employees are not eligible for tuition waivers.

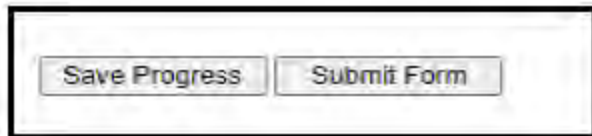
12. Provide electronic signature

<div style="border: 1px solid black; background-color: #ffffcc; padding: 5px; display: inline-block;"> (click to sign) </div>	
Signature	Date

13. The electronic signature tool will appear. Provide your signature in the appropriate boxes.



14. Save progress, or submit waiver. The waiver can be saved and submitted at a later time by clicking "Save Progress". If ready to submit waiver, click "Submit Form."



15. The waiver is now submitted to the college of enrollment. The Student Business office will process the waiver within 3-5 business days.

***Please ensure you pay your registration fee and any course fees prior to submitting the waiver. The waiver will not be processed until registration fee and course fees are paid.**

*** If attending multiple colleges, a dependent tuition waiver will be required by each campus.**

EMPLOYEES TIPS FOR FILLING OUT WAIVER FORMS FOR DEPENDENTS AND SPOUSES

Recently, the Dynamic Waiver Forms process was launched for [eligible dependents and spouses](#). The project team has some tips to highlight when filling the form out:

- 1) The **dependent/spouse** must first complete, sign and submit **their own form**.
- 2) The employee's **work email** (see the example below) must be entered **by the dependent/spouse** when completing the form:

Instructions

Form Participants

Parent/Spouse Employed by MCCCC

First Name	Last Name	Email
<input type="text" value="Holly"/>	<input type="text" value="Rouse"/>	<input type="text" value="holly.rouse@domail.maricopa.edu"/>

3) Only after the dependent completes their portion of the form will it route to the employee for information and signature. **If using the same computer**, the dependent should log out of the Dynamic Form after completing the entry (vs. simply closing out of the page).

4) If there are issues with your ability to view and sign the submitted waiver online, please contact Holly Rouse at: holly.rouse@domail.maricopa.edu

Prior to filling out the form, please also review the steps noted on pages 1-8.