



Maricopa County Community College District

Handbook for Tuition Waivers, Affidavits and Exemptions

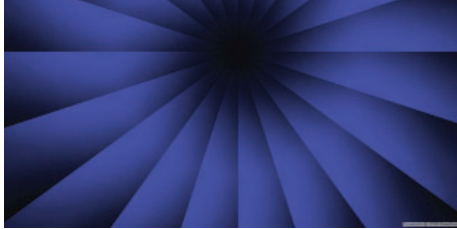


MARICOPA
COMMUNITY COLLEGES

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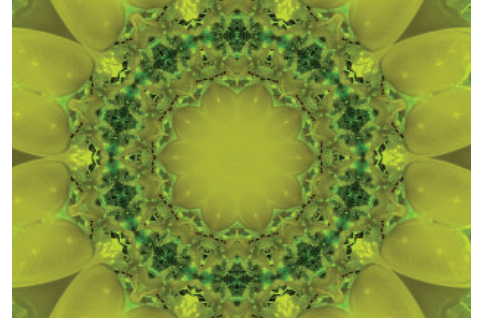
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introduction

As part of ongoing efforts to update policies, regulations, and procedures that guide the operations of the Maricopa County Community College District (MCCCD), this handbook is designed to address issues related to the treatment of tuition waivers and other instances (affidavits and exemptions) where students have been deemed eligible for the payment of costs at the same rate as either residents of Arizona or Maricopa County. Waivers, affidavits, and exemptions are for credit classes only, unless otherwise specifically indicated. Credit by examination or evaluation is not eligible for waiver.



This handbook includes the following information:

- ✓ A glossary of definitions to provide consistent terminology district-wide
- ✓ The authority for which such waivers, affidavits, and exemptions are established
- ✓ Eligibility requirements for employees and non-employees
- ✓ The procedures for processing each item
- ✓ Reference contacts per topic

definition of common terms

Adjunct Faculty

Person employed in an instructional or service capacity on a part-time, semester-to-semester basis by the District.

Adjunct Service Assignment

Adjunct service assignment is the designated responsibility to serve as a counselor or librarian, or to serve in an educational development role per the terms of a Special Service Assignment or a Request for Personnel Services.

Arizona Out of County Affidavits

Form used to verify tuition eligibility for students from any part of Arizona that is not a part of an established community college district.

Arizona/Sonora Exemption

The provision of in-state tuition rates to students from Sonora, Mexico participating in the Arizona-Sonora Exchange Program.

Credit Bearing Courses

Courses with semester hour units that are used to: compute grades, transfer to other academic institutions, establish the granting of degrees and certificates, and whose tuition and fee rates receive approval by the MCCCDC Governing Board.

Dependent Fraud

Deliberately claiming individual(s) as dependents, as defined for state and federal tax purposes, when they are not eligible. Officially, fraud is defined as the "intentional misrepresentation of material facts and circumstances to obtain payment that would not otherwise be made." Disciplinary action, up to and including termination, will be taken should this occur.

Dependent Spouse

The employee's spouse under a legally valid existing marriage. Domestic partners are not eligible under existing state statute.

Dependent Child

The employee's unmarried children or the unmarried children of his/her

spouse*. This includes natural children, legally-adopted children, step children, children placed for adoption, children under legal guardianship substantiated by a court order and living with the employee, and children who are entitled to coverage under a medical support order. Additionally, the employee must be able to claim the dependent child as an exemption for state and federal tax purposes.

Factors such as relationship, residence, age and support help to determine if a dependent child is eligible:

- **Relationship**—the taxpayer's child or stepchild (whether by blood or adoption).
- **Residence**—dependent has the same principal residence as the taxpayer for more than half the tax year; exceptions apply, in certain cases, for children of divorced or separated parents, kidnapped children, or temporary absences.
- **Age**—dependent must be under the age of 24 if a full-time student for at least five months of the year.
- **Support**—dependent did not provide more than one-half of his/her own support for the year.

**Children of a domestic partner may also be eligible, even though the domestic partner is not, if the employee has established a legal responsibility for the children (via court order, etc.) With the benefits department.*

Non-Employee

Persons not employed by the Maricopa County Community College District who have been identified in statute as eligible for a tuition waiver, affidavit, or exemption.

Full-Time Employee

Designation as a full-time employee varies according to the specific job group policy manual. Refer to job group policy manuals: [Employee Portal](#) (Employee Credentials are needed to enter secure site).

Reimbursement

Payment to an employee by the MCCCDC

after the employee used his/her own funds to pay the cost of tuition. Reimbursements are subject to the requirements established in this manual.

Skill Center Programs

Program offerings that are listed in skill center catalogs. In some instances, these programs are used to compute grades, transfer to other academic institutions, or to grant certificates of completion.

Teacher and Classroom Aide Exemption

The classification of a full-time teacher or full-time classroom aide as an in-state student for tuition purposes for courses necessary to complete the requirements for certification by the State Board of Education in order to teach in a school district in this state.

Waivers

Waivers are a release from obligation to pay all or a portion of the normal charges for tuition and fees. **When MCCCDC waives tuition/credit hour costs, it is agreeing to use institutional funds to cover the loss of revenues represented by the waiver.** Waivers used to reduce the cost of attendance for employees or their spouses or dependents are considered an employee benefit and are charged to the appropriate expense account. Waivers used to reduce the cost of attendance for students who are not employees, are considered a contra-revenue and are charged to the appropriate allowance or discount account.

Published rate structures that denote reduced tuition and fees for certain categories of students do not give rise to a waiver, and thus are categorized as either affidavits or exemptions. Rather, the published rate represents the full tuition and fees that should be recorded as revenue. No waivers are involved unless the institution segregates and/or monitors the amount of revenue offset via the waivers.

waivers and use

MCCCD Tuition Waiver Limit

Full Time Classified; Non-Classified, or Specially Funded employees are eligible for a maximum of twelve (12) credit hours per semester (includes concurrent enrollment at multiple MCCCD locations). Dependents of Full Time Classified; Non-Classified, or Specially Funded employees are eligible for a maximum of sixteen (16) credit hours per semester (includes concurrent enrollment at multiple MCCCD locations).

MCCCD tuition waivers will only cover the **in-county cost** (for 2023-2024 Academic Year that will be \$97 per credit hour). It is important for employees, spouses, and dependents to establish residency with the appropriate College Admissions and Records/Enrollment Services Office when they are registering for courses. Parties are also fiscally responsible for costs above the waiver limit.

Waiver limits for other employment Categories are posted on page 8.

Considerations:

- An out-of-county employee residing in a county where we have established a reciprocal agreement allowing students to be charged at the in-county rate will still be able to take courses at the in-county rate. MCCCD has established reciprocal agreements with every county in Arizona except Apache and Greenlee. However, students living in those counties may present an *Out of County Residence Affidavit* to avoid the out-of-county surcharge.
- No course, regardless of format or method of delivery (including distance learning or study abroad), will be funded above \$97 a credit hour (2023-2024 Academic Year). In essence, the value of a tuition waiver is \$97 a credit hour (2023-2024 Academic Year).
- Teachers/classroom aides who qualify for the exemption of non-resident tuition will be eligible for in-state tuition *but only for classes which apply*, per state statute
- Employees, dependents, and spouses MUST provide the Admission and Records/Enrollment Services Office with appropriate documents for verification of citizenship or legal status.
- Use of the MCCCD tuition waiver for courses where a credit, degree, or certificate is pursued places an employee in **student** status for official reporting purposes and thus is subject to limitations of use to ensure the proper expenditure by the institution of taxpayer funds. It is permissible to use the waiver during an employee's **own time** to pursue college credits, a certificate, or a degree.
- If a class conflicts with an employee's normal working hours of accountability, supervisory approval is required. Even with supervisory approval to enroll in a course during hours of accountability, the time away from work should be made up either by a documented and supervisor approved flex schedule or use of personal or vacation time. Limited exceptions may be made in instances where the supervisor directs the employee to enroll in a credit hour course during work time. Even in such instances, not only should the course be **essential** to the employee's current work duties, but the time adjustment

Waivers

Eligibility for tuition waivers, affidavits, or exemptions is established via state statute and Governing Board policy. Employees must be in active work status prior to the start date of the class for an employee or dependent waiver to be considered valid.

Use of a Waiver During Work Hours

A distinction is made between a supervisor's authority to establish and approve a work schedule and the District's authority to determine the type of course formats where the waiver may be applied during the work day. *Supervisory approval is limited to an employee's absence from work.* When using a tuition waiver to enroll in credit hour courses or programs that involve major adjustments to the work schedule (full day absences) the recording of personal, vacation, or a supervisor approved flex schedule is *required*.

made to the work schedule should be **incidental** or **limited in scope** (less than 2 hours) if the MCCCD tuition waiver is to be used to cover the credit hour cost of the course.

- MCCCD tuition waivers may not be applied to block courses and certification programs that are offered in delivery formats that in totality only occur during normal business hours of accountability. Any activity that involves the utilization of a tuition waiver (a publicly funded benefit) to enroll in our own MCCCD credit hour courses while an employee is in work status (on the clock) should always be scrutinized. In terms of expenditures of public funds, there is a specific difference in structure and purpose between learning opportunities that are offered through employee organizational training and development, workshops, or conferences and those that have been vetted through the curriculum and transfer articulation approval process and that appear on an institutional transcript as credit hours with grades.

Eligibility

Questions regarding eligibility status may be directed to the area referenced on the chart located on page 9. An official request form must be presented in order to initiate the waiver process. The proper form(s) to be submitted are:

- ✓ Full-Time employees fill out the **Employee Tuition Waiver Request (Appendix A)**.
- ✓ Eligible Dependents of employees fill out the **Dependent Tuition Waiver Request (Appendix B)**.
Note: For new hires and existing employees with dependent children and spouses—employee must be active work status **PRIOR** to the start date of the class for the dependent or spouse to be eligible.
 - ✦ If an existing employee has a change of status in the middle of the year where a dependent child or spouse has been added, the effective start date for tuition waiver eligibility begins on the first of the month following in which

processing procedures

the addition was made.

- ✓ Adjunct /Adjunct Service Faculty members fill out the [Adjunct /Adjunct Service Faculty Tuition Waiver Request \(Appendix C\)](#).
- ✓ Late Start Assignment Adjunct/Adjunct Service Faculty members fill out the [Adjunct/ Adjunct Service Faculty Tuition Waiver Request \(Appendix C\)](#)
**Late Start refers to any teaching assignment that begins after the traditional semester start date. Manual Approval is required to take a class prior to the assignment appearing in the HCM system.*
- ✓ Dependents of a slain Arizona Peace Officer, Firefighter, Emergency Paramedic, or Arizona National Guard Member or Member of the United States Armed Forces Who Was a Resident of the State of Arizona or Stationed in Arizona killed in the line of duty; disabled Arizona National Guard Members; Arizona National Guard Member Purple Heart recipients; or Armed Forces or former Armed Forces members who received a Purple Heart citation with a disability status greater than 50% who, at the time of their injury, resided or were stationed in Arizona fill out the [Qualified Non-Employee Tuition Waiver Request form \(Appendix D\)](#). Dependent(s) should also have a letter issued by the authorized agency (i.e., Arizona Peace Officers Memorial Board, Adjutant General of the National Guard, Arizona Attorney General's Office, or Arizona Department of Veterans Services).

Process

Typically, waiver forms are processed by the Student Business Services Office. The general process is as follows:

1. Student registers for his/her class(es) and completes the appropriate tuition waiver request form, obtaining all necessary signatures, prior to turning the form in to the Student Business Services Office. Tuition waiver request forms can be found online via the Office of Public Stewardship at the following web sites:
2. Cashier reviews waiver request form for completeness and for appropriate signatures. Employees must be Board Approved prior to the start date of the class in order for a waiver form to be valid. The balance for out-of-county, out-of-state or other surcharges and other fees not covered by the waiver must be paid before any tuition waivers will be processed (including any course credit costs over the six credit hour limit for adjunct faculty). Refer to [Payment Guide](#) for further instructions.
3. Authorized college personnel connect to the SIS System for eligibility verification.
4. Waiver request forms are then given to the cashier's supervisor or designee for review and sign-off.
5. If person is eligible, waiver request is approved. *NOTE: Cashiers should not post their own dependent's tuition waiver forms.*
6. If person is deemed to be ineligible, the person is contacted and given an explanation why the waiver will not be

Employees may refer to the [Employee Portal](#) (Please note that employee credentials are needed to enter secure site) for links to the Dynamic forms (Full Time Employee Tuition Waiver Request form and Adjunct Tuition Waiver Request Forms).

Dependents of eligible Maricopa Employees should complete the *Dependent Tuition Waiver Request* Dynamic form which may be found on the public website called [Tuition Waivers for Dependents of Full Time Employee](#).

Qualified Non- Employees may refer to the public website called [Tuition Waiver and Exemptions for Non-Employees for a link to the Qualified Non-Employee Tuition Waiver Request](#) Dynamic form. Refer to this web site for the most current version of the waiver forms. **Older forms are not valid because they do not contain the most current requirements and will NOT be processed.**

processed. The waiver is reversed and the person is billed.

7. Waivers are totaled at the end of the shift.

NOTE: Some colleges may depart from the stated process if college structure necessitates it, as long as it is documented, maintains a separation of duties, and is applied to every instance.

Waiver requests may be submitted for courses offered at **Skill Centers** and are limited to the per-clock-hour cost of the program. The requirements for waiver eligibility still apply. Waivers, affidavits, and exemptions are not permitted for noncredit courses at any MCCC locations. Skill Center locations will process waiver requests in a manner consistent with the guidelines prescribed in this handbook.

An eligible employee wishing to take a class that conflicts with his/her normal working hours of accountability must obtain the signatures of his/her supervisor and President/Provost/Vice Chancellor prior to presenting the completed form to the fiscal office. Approvals may be granted in accordance with the following:

1. There will be a limit of one (1) class per semester unless approved by the supervisor and President/Provost/Vice Chancellor.
2. The class must be offered only during the employee's regular work schedule.
3. Any change in the work scheduled must have the approval of the supervisor and President/Provost/Vice Chancellor.

NOTE: See also Use of a Waiver During Work Hours on page 5

The tuition waiver process for the **Salt-River Pima-Maricopa Indian Community** is administered solely through Scottsdale Community College (SCC). Contact the SCC Student Business Services - Fiscal Office for additional information. Authorizations for the **Arizona Sonora Exchange Program** are processed through the Office of

withdrawals, eligibility, and other miscellaneous

International & Intercultural Education. Students seeking to participate in the program should be directed to contact the office at 480-731-8250.

Teacher and Classroom Aide Exemption

Teachers and classroom aides seeking in-state classification for courses required by the State Board of Education to teach in a school district in Arizona must fill out the designated form ([Appendix E](#)) in the Admissions and Records Office. By signing the form, the student affirms eligibility for in-state classification under ARS §15-1802.B.3. No member of the person's family is eligible as an in-state student. Forms should be kept on file in the event of an audit.

Reimbursement Process

Tuition waiver requests will only be honored through the semester in which the class ends. If the tuition waiver request form has not been completed, approved, and submitted prior to the tuition and fee due date, the student will be required to make payment in full by the due date. If eligible, a refund will subsequently be made upon approval of the tuition waiver request within the same semester.

Terminated Employment

Change in employment status will impact tuition waiver eligibility. Parties that are considered to be terminated or separated from the Maricopa County Community College District, or as having an assignment that was canceled prior to the first meeting of the class(es) for which a waiver was submitted, may either withdraw or pay for the course. If termination occurs after the first meeting of class in which the party has already attended, and wherein multiple class assignments have been completed, he or she may continue through the end of the course. Waivers submitted just prior to termination or separation of employment are not eligible for the benefit. In instances where planned or known employment separation dates occur during the actual course period, yet are identified prior to the course start date, an assessment is required to determine benefits eligibility status.

In all such cases, the Office of Public Stewardship should be consulted to verify eligibility.

Course Withdrawals and Patterns of Non-Participation, Non-Attendance and Non-Completion

The number of withdrawals for the same course number (i.e., ECN211) is limited to two. Upon the third* attempt, the eligible person will not receive a waiver of tuition for subsequent registration in the same course. 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—reference ["Administrative Regulation 3.7 Enrollment Irregularities"](#)

See page 23 for directions on how to remove a course from a tuition waiver.

**Special circumstances may warrant a review at the District-level for withdrawal purposes.*

Ineligibility Status

The Office of Public Stewardship monitors the use of tuition waivers for patterns of non-participation, non-attendance and non-completion in all courses of enrollment whenever a waiver is used. Presently, we monitor grades that are issued for a single course that is repeated (i.e. ENG 102, PED 100 and where a grade of W, Y, Z or F appears on the enrollment record 2 times in conjunction with waiver use-- the 3rd time, the course is not eligible for waiver).

A person will be deemed ineligible to use the tuition waiver if the waiver/course enrollment history shows a pattern of unsatisfactory academic progress.

Music Major Fee Assistance

To maintain excellence in Music at the Maricopa Community Colleges, a common practice throughout higher education requires all Music students to enroll in private instruction in order to complete their course of study. To accomplish this, all Music students are eligible to receive private instruction course fee assistance.

Documentation and Eligibility

Private Instruction Course Fee Assistance (2 Credits)

In order to receive the two-credit PICF assistance, a Full-Time Music Major needs to be registered for the following credits:

- At least nine (9) credits of Music Courses (includes Private Instruction) plus an additional three (3) credits of Music and/or General Studies courses. Specific requirements will be required by the individual programs offered at each campus.

Private Instruction Course Fee Assistance (1 Credit)

In order to receive the one-credit PICF assistance a Part-Time Music Major needs to be registered for the following credits:

- At least two (2) credits of Music Courses (includes Private Instruction) plus an additional four (4) credits of Music and/or General Studies courses. Specific requirements will be required by the individual programs offered at each campus.

Please note: This information is provided in the handbook as a courtesy. Private Instruction Course Fee Assistance is not considered a tuition waiver.

Maricopa Skill Center Clock Hours

The calculation is based on the financial aid regulation which classifies one credit as 37.5 clock hours.

For example,

$37.5 \text{ (hours)} \times 12 \text{ (credits)} = 450$

$450 \times 2 \text{ (semesters)} = 900 \text{ clock hours}$

900 clock hours per term, is one fiscal year for the Maricopa Skills Center

MCCCD Tuition Waiver Benefit Limits

In order to proactively address the benefit level of tuition waivers based upon status category (i.e., 12 credits per semester for full time employees [full-time as defined in the tuition waiver manual], 16 credits a semester for dependents of full time employees), the EASIS system has been programmed accordingly to capture the maximum allowable dollar limit per category as follows:

Limits based on 2023-2024 Academic Year Tuition and Fees Schedule

Faculty Dependent FACDEP \$1,552.00

Faculty Employee FACEMP \$1,164.00

Specially Funded SPECFD \$1,164.00

Specially Funded Dep. SPFDEP \$1,552.00

Short Term Faculty STFAC \$1,164.00

Staff Dependent STFDEP \$1,552.00

Staff Employee STFEMP \$1,164.00

Short Term Staff STSTF \$1,164.00

Limits were already previously set for adjuncts. Essentially, this means that if a person registers for courses beyond the allowable semester limit, they are responsible for paying the difference. Previously, this was manually monitored after the fact and letters sent to employees/dependents from the District Office of Public Stewardship office, requesting payment.

eligibility references

Category/Group	Tuition Issue/Provision	Authority Reference	Reference Contact
NON-EMPLOYEE			
Arizona Out of County	Affidavit: Allows a college district to admit students in counties without a college district on the same conditions as Maricopa residents	ARS §15-1469	Appropriate County Treasurer's Office
Arizona-Sonora Exchange Program	Exemption: The provision of in-state tuition rates to students from Sonora, Mexico that are participants in the Arizona-Sonora Exchange Program. The Arizona-Sonora Exchange Program is not a waiver, it is an exemption that allows students to be charged in-state tuition. The process is managed by the District's International Education office. Please contact the District's International Education Office for the appropriate form to process requests to apply in-state tuition.	ARS §15-1444, Section (F), Governing Board Motion No. 8785, July 28, 1998	International Education 480-731-8250
Dependents of Slain Peace Officers, Fire Fighters, Emergency Paramedics, and Arizona National Guard Members or Members of the United States Armed Forces Who Were Residents of the State of Arizona or Stationed in Arizona Killed in the Line of Duty; Disabled Arizona National Guard Members; Arizona National Guard Member Purple Heart Recipients; or Armed Forces or former Armed Forces members who received a Purple Heart citation with a disability status greater than 50% who, at the time of injury, resided or were stationed in Arizona	Waiver: Admission with a tuition waiver scholarship to children 30 years of age or younger or to a spouse who has not remarried; or a member of the Arizona National Guard who received a purple heart citation on or after 9/11/01; or a former Arizona National Guard member medically discharged due to injury suffered during status; or Armed Forces or former Armed Forces members who received a Purple Heart citation on or after 9/11/01 with a disability status greater than 50% who, at the time of injury, resided or were stationed in Arizona Limit to no more than 64 credit hours	ARS §15-1808	Verification of eligibility received on official stationery of peace officers, fire fighters, emergency paramedics association, Adjutant National Guard, Arizona Attorney General's Office, Arizona Department of Veterans Affairs By Office of Public Stewardship tuition.waivers@domail. maricopa.edu
Salt River Pima- Maricopa Indian Community (offered exclusively at Scottsdale Community College)	Waiver: All tuition and fees, including registration and lab fees for credit and non-credit classes Noncredit provision is through college action	Governing Board Motion No. 4703, December 9, 1980, Administrative Regulation No. 2.2.9	American Indian Programs Department
Full-Time Teacher/Full-Time Classroom Aide	Exemption: Classification as an in-state student (for persons domiciled for less than one year) for an employee of a school district who is contracted to teach on a full-time basis, or is employed as a full-time non-certified classroom aide at a school within that district	ARS §15-1802.B.3	Director of College Admissions & Records (Enrollment Services)
Students in Foster Care	Supplemental Waiver: Tuition and mandatory fees after the application of financial aid and/or Education Training Voucher (ETV). Limit to students 23 years of age or younger that were foster care recipients in Arizona.	ARS §15-1809.01	By Office of Public Stewardship tuition.waivers@domail. maricopa.edu District Financial Operations ETVprocessing@domail. maricopa.edu
EMPLOYEE			
Adjunct Faculty	Waiver: Maximum of six (6) credit hours when assigned to teach credit courses, to be taken during the semester in which they teach. Use of a waiver may be deferred to a term that follows the assignment, but use must take place within the same fiscal year of the assignment. Assignments to teach non-credit courses are not eligible for the waiver benefit.	ARS §15-1445, All-Employee Group Policy	Strategic Staffing strategicstaffing@domail. maricopa.edu By Office of Public Stewardship tuition.waivers@domail. maricopa.edu
Adjunct Contractors/Adjunct Service Faculty (i.e., Librarians; Counselors; Hourly Adjunct; Team-Taught; Non Residential Fitness; Clinical Nursing) - must meet eligibility criteria outlined on waiver form.	Waiver: Maximum of six (6) credit hours when assigned to teach credit courses, to be taken during the semester in which they teach. Use of a waiver may be deferred during a term that follows teaching, but the deferral must take place within the same fiscal year of the assignment.	ARS §15-1445, All-Employee Group Policy	Strategic Staffing strategicstaffing@domail. maricopa.edu By Office of Public Stewardship tuition.waivers@domail. maricopa.edu
Full-time Employees, Spouses* & Dependents*/**	Waiver: Maximum of twelve (12) credit hours per semester for Full-time Employees. Maximum of sixteen (16) credit hours per semester for dependents/spouses of Full-Time Employees. Tuition and fee waivers are limited to the per-credit-hour cost of classes only. Other fees, such as lab or towel fees and out-of-county or out-of-state fees, are not waived and must be paid by the employee.	ARS §15-1445, All-Employee Group Policy	Strategic Staffing strategicstaffing@domail. maricopa.edu By Office of Public Stewardship tuition.waivers@domail. maricopa.edu

* Employees must be in active work status prior to the start of classes, before dependent children and spouses are eligible for the waiver or when employees have had a change in status by adding a dependent(s) child or spouse.

** Eligible dependents may use a tuition waiver for dual enrollment classes.

eligibility references (cont'd)

Category/Group	Tuition Issue/Provision	Authority Reference	Reference Contact
EMPLOYEE			
Skill Center Employees**	Waiver: Tuition and fee waivers are limited to the per-credit-hour cost of classes only. Other fees, such as lab or towel fees and out-of-county or out-of-state fees, are not waived and must be paid by the employee.	ARS §15-1445, All-Employee Group Policy	Strategic Staffing strategicstaffing@domain. maricopa.edu By Office of Public Stewardship tuition.waivers@domain. maricopa.edu
Specially Funded Employees**	Waiver: Maximum of twelve (12) credit hours per semester. Tuition and fee waivers are limited to the per-credit-hour cost of classes only. Other fees, such as lab or towel fees and out-of-county or out-of-state fees, are not waived and must be paid by the employee.	ARS §15-1445, All-Employee Group Policy	Strategic Staffing strategicstaffing@domain. maricopa.edu Office of Public Stewardship tuition.waivers@domain. maricopa.edu

* Employees must be in active work status (prior to the start of classes) before dependent children and spouses are eligible for the waiver or when employees have had a change in status by adding a dependent(s) child or spouse.

** Eligible dependents may use a tuition waiver for dual enrollment classes.

hr system field values and fiscal codes

MCCCD Tuition Waiver Rules, HCM Field Values and Fiscal Codes Effective July 1, 2016

Type Of Participant	FTE	Employee Eligibility	Fiscal Code	Dependent** Eligibility	Fiscal Code
EMPLOYEES					
Classified (Full-time employees)	0.75 to 1.00	Yes	Faculty 400000101000 Staff 400000010000	Yes	Faculty 400002010000 Staff 400002020000
On leave if otherwise eligible (Classified, Non-Classified, and Specially Funded)	0.75 to 1.00	With District Director/ HR Solutions Center Authorization		With District Director/HR Solutions Authorization	
Non-Classified (CEC and Athletic Specialists)	0.75 to 1.00	Yes	400000101000	Yes	400002010000
Specially Funded (Full-time employees, FTR)*	0.75 to 1.00	Yes	400001090000	Yes	400002030000
Skill Center (Full-time employees)	0.75 to 1.0	Yes	Instructor 400060000000 Staff 400060020000	After determination of financial aid eligibility	Instructor 400060030000 Staff 400060010000
Short-Term (Full-time OYO and OSO employees)*	0.75 to 1.00	Yes	Faculty 400001100000 Staff 400001110000	No	
Adjunct / Adjunct Service faculty during the fiscal year of instructional assignment. Must meet eligibility criteria outlined on waiver form.	N/A	Yes, up to 6 credit hours per semester***	400001120000	No	
NON-EMPLOYEES					
Tuition waiver eligible non-employees (Dependents of Slain Arizona Peace Officers, Firefighters, Emergency Paramedics)	N/A	N/A		With Authorization by Office of Public Stewardship	400003010000
Dependents of Arizona National Guard Members—or members of the United States Armed Forces who were residents of the State of Arizona or stationed in Arizona—killed in the line of duty; Disabled Arizona National Guard members; Arizona National Guard member Purple Heart recipients; or Armed Forces or former Armed Forces members who received a Purple Heart citation with a disability status greater than 50% who, at the time of injury, resided or were stationed in Arizona.	N/A	N/A		With Authorization by Office of Public Stewardship	400003080000
Arizona Sonora Exchange Program	N/A	N/A		With Authorization by Office of International & Intercultural Education	400003040000
Foster Care Supplemental Waiver****	N/A	N/A		With Authorization by Office of Public Stewardship	400084008100

* The following categories of employees are not eligible for tuition waivers: Employees less than .75 FTE; Dependents of Short Term employees (OYO and OSO); Dependents of Adjunct employees; and temporary employees (including those on RPS).

** A married spouse or unmarried child less than 24 years old. In order to receive a tuition waiver, the qualified employee must be in active work status prior to the first class meeting. Dependent children must be less than 24 years old at the time of the first class meeting.

*** See Appendix H for additional information on adjunct/adjunct service faculty waiver eligibility.

**** Waiver is supplemental to other aid granted and does not cover full cost of tuition & fees.

Questions regarding eligibility status should be directed to
Strategic Staffing strategicstaffing@domail.maricopa.edu and Office of Public Stewardship tuition.waivers@domail.maricopa.edu.

tuition waiver procedures

Internal Guides are available to assist Student Business Services Offices in processing tuition waivers and may be found at the following websites:

[Arizona Foster Care Supplemental Tuition Waiver Process](#)

[Full Time Tuition Waiver Process](#)

[Dependent Tuition Waiver Process](#)

[Qualified Non-Employee Waiver Process](#)

tuition waiver procedures

MCCCD Employee/Dependents

The Tuition Waiver Fiscal Item Types are automatically entered into the Student System. The purpose of the Item Types is to keep track of the accounting expenditures.

MCCCD Fiscal Item Types

Below is the list of the Tuition Waiver Fiscal Item Types

Employees

Adjunct Faculty.....	400001120000	Faculty Employee	400000101000
Faculty Employee-Part Time.....	400001030000	Faculty Dependent	400002010000
Faculty-Short-Term Full Time.....	400001100000	Faculty-Skill Center Full Time.....	400060000000
Faculty-Skill Center Dependent	400060030000	Part-Time Faculty ICR.....	400001030000
Part-Time Faculty OSR <6	400001080000	Part-Time Faculty >6 ICR.....	400001035000
Part-Time Faculty NROS.....	400001040000	Short-Term Faculty	400001100000
Short-Term Staff	400001110000	Specially Funded Staff	400001090000
Specially Funded Dependent.....	400002030000	Staff Employee.....	400000010000
Staff Employee-Part-Time.....	400000010000	Staff Dependent	400002020000
Staff-Short-Term Full Time.....	400001110000	Staff-Skill Center Full Time.....	400000010000
Staff-Skill Center Dependent	400060020000	Part-Time Staff Employee	400001220000
Part-Time Short Term Faculty	400001230000	Part-Time Short Term Staff	400001240000
Part-Time Specially Funded	400001250000		

Non-Employees

Peace Officers Dependent.....	400003010000	National Guard	400003080000
US Armed Forces Purple Heart.....	400003050000	AZ Sonora Out of State	400003040000
Teachers/Aide	400084000000	Foster Care Supplemental	400084008100

Out of County Resident (OCR)

Apache.....	400004010000	Greenlee	400004020000
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Manual Item Types

Distance Learning NROS	000012030000
Faculty Dependent	400060030000 or 400084003000
Faculty Employee	400060000000 or 400084002000
Part-Time Faculty.....	400084001000
Staff Dependent	400060010000 or 400084005000
Staff Employee.....	400060020000

Service Faculty Job Codes

- 4212 - Service Faculty Job Adjunct Day
- 4218 - Service Faculty Adjunct Evening
- 8041 - Service Faculty Educational Support

appendix A



Maricopa County Community College District (MCCCD) **Employee Tuition Waiver Request**

Employee Tuition Waiver Request Form can be found on the *Educational Assistance Tuition Waivers and Exemptions* page found on the **Employee Portal**

(Employee Credentials are needed to enter secure site)

Full Time Employee Tuition Waiver Dynamic Form

appendix B



Maricopa County Community College District (MCCCD) Dependent Tuition Waiver Request

Dependent Tuition Waiver Request Form

can be found on the [*Tuition Waivers for Dependents of Full Time Employees*](#)
website

[*Dependent Tuition Waiver Request Dynamic Form*](#)



MARICOPA
COMMUNITY COLLEGES

Maricopa County Community College District (MCCCD)

Adjunct/Adjunct Service Tuition Waiver Request (Credit Classes Only)

**Adjunct/Adjunct Service Faculty Tuition Waiver
Request Forms**

can be found on the *Educational Assistance **Tuition Waivers and Exemptions***
page found on the
Employee Portal

(Employee Credentials are needed to enter secure site)

**Adjunct Tuition Waiver Request Dynamic Form - greater than 3 load
hours**

**Adjunct Tuition Waiver Request Dynamic Form - 3 load hours or
less**

appendix D



MARICOPA
COMMUNITY COLLEGES

Maricopa County Community College District (MCCCD)

Qualified* Non-Employee Tuition Waiver Request

Qualified Non-Employee Tuition Waiver Request Form can be found on the
[Tuition Waivers and Exemptions for Non-Employees](#) website
[Qualified Non-Employee Tuition Waiver Request Dynamic Form](#)

appendix E



Exemption of Non-Resident Tuition for Approved Courses for Full-time Teacher or Full-time Classroom Aide per ARS §15-1802

Exemption of Non-Resident Tuition for Approved Courses for Full-time Teacher or Full-time Classroom Aide per ARS §15-1802 form

appendix F



Maricopa County Community College District (MCCCD) Arizona Foster Care Supplemental Tuition Waiver Request

Arizona Foster Care Supplemental Tuition Waiver Request Form
can be found on the [Tuition Waivers and Exemptions for Non-Employees](#)
website

[Arizona Foster Care Supplemental Tuition Waiver Dynamic Form](#)

appendix G

Adjunct/Adjunct Service Faculty Tuition Waivers

I. Eligibility and Limitations

MCCCD adjunct faculty members are eligible for up to six (6) credit hours of waived tuition when they have a teaching assignment (this does not include assignments to teach non-credit courses). Those adjunct faculty employed on service agreements/ assignments shall be eligible to apply for tuition fee waivers when contracted to work for ten (10) to nineteen (19) hours per week per semester OR that have two (2) 8 hour per week agreements/ assignments during the same semester at two MCCCD colleges.

Adjuncts may also elect to defer use of their tuition waiver to a term that is within the same fiscal year of the assignment, but that follows their actual assignment. **No more than six (6) credit hours may be deferred within a given fiscal year**, meaning that earned unused hours cannot be accumulated above six (6) credit hours. Additional items related to the implementation of processing waivers for adjuncts on a fiscal year basis include:

- Depending on the number of instructional assignments that an adjunct has within the fiscal year, it is possible for a party to utilize a waiver more than once within that fiscal year. However, regardless of the number of assignments within a fiscal period, no more than six (6) credit hours shall be deferred during the entire fiscal period.
- The provision to defer use of the waiver is not retroactive, thus parties whose instructional assignments began prior to July 1 are not eligible to defer use unless that party has another instructional assignment that begins on or after the designated program start date.
- Deferred waivers may not be utilized to enroll in classes that begin near the end of the fiscal year (June 30th),

since this session begins after the current fiscal year and starts the next cycle of eligibility review. The intent is for a course to begin and end within the same fiscal year.

- The waiver benefit must be earned and used in the same fiscal year as the assignment. If the assignment overlaps fiscal years, the **majority** of the waived course activity should take place during the same fiscal year as the employment assignment. Waivers can not be applied to courses that begin at fiscal year end if the majority of the course will occur during the next fiscal year.
- Some factors that are considered when determining waiver eligibility and the use of deferrals are:
 - start and end date of assignment, and
 - start and end date of class.
- Adjunct tuition waivers are not transferable to other parties and may only be used by the employee.
- If the courses that a party is assigned to teach are canceled, the waiver will become invalid and that person is responsible for paying the full student costs of any classes taken.
- Parties that teach as a result of dual or concurrent enrollment agreements (and where the individual teacher does not have an adjunct faculty assignment with MCCCD) are not eligible to receive waived tuition.

LATE START ASSIGNMENTS

- Adjunct faculty who have a late start assignment (late start means any teaching assignment that begins after the traditional semester start) must have their tuition waivers manually approved since the assignment will not show up

in HCM for verification until after the assignment has begun (usually one to two pay periods after the assignment start date). Adjuncts with late start assignments should have their department/division chairs contact the Office of Public Stewardship (OPS) via email (tuition.waivers@domail.maricopa.edu) or regular mail with confirmation of a late term assignment for the current semester. The OPS will maintain a database of pre-authorized late start assignments.

II. Processing Adjunct Waiver Requests

The Tuition Waiver screen in People-Soft HCM allows for determining eligibility on a fiscal year basis (see page 9-11). Since the function of processing tuition waivers may be administered among different departments throughout the district, the determination of employee access to People-Soft HCM should be made at the local college level.

III. Service Faculty Job Codes

4212 - Service Faculty Job Adjunct Day
4218 - Service Faculty Adjunct Evening
8041 - Service Faculty Educational Support

IV. Waiver Form/Tuition Waiver Handbook

The link to tuition waiver forms are available online: Employees may refer to the [Employee Portal](#) for the link to the Dynamic forms (Please note that employee credentials are needed to enter secure site). Dependents of eligible Maricopa employees should complete the Dynamic form [Dependent Tuition Waiver Request Form](#).

Qualified Non-Employees may refer to the public website called [Tuition Waiver and Exemptions for Non-Employees](#) to obtain a link to the Dynamic form. The Qualified Non-Employees Tuition Waiver Request is not the proper form to be filled out for dependents of employees. Instead, it is used to process waiver requests for specific

appendix H

categories of persons identified by statute as eligible for the waiver. Old versions of the tuition waiver forms, including those that feature multiple copies, should be discarded as they will not be processed. The adjunct waiver request form has been revised to contain language relative to the limitations described in Section I.

The **Tuition Waiver Handbook** is available on the Employee Portal, Tuition Waiver for Dependents of Full Time Employees, and the Tuition Waiver Exemptions for Non-Employees web pages.

V. Eligibility Case Scenarios

a. Teaching a course/deferring a course

- Sam teaches biology part-time and the duration of his assignment is from August 5–December 31. Sam enrolls in EDU 250 which begins online on August 15. Sam is eligible to receive the waiver.

TRUE or FALSE

Response: TRUE—Sam's assignment began after July 1 and the course is being taken within the same fiscal year.

b. Teaching a course/taking a course/deferring a course (review number of instructional assignments)

Adrianna has worked as an adjunct faculty member for three years. During the current fiscal year, she has an assignment for both the fall and spring semesters. Adrianna enrolls in two courses during the fall semester (6 credits), and decides to take a foreign language course (3 credits) during summer session after she has completed her teaching assignment in the spring.

Adrianna is eligible to receive and use the waiver both in the fall and the summer session?

TRUE or FALSE

Response: TRUE—Both of Adrianna's assignments are within the fiscal year. During the fall semester, she takes courses that are within the six credit hour limit. During the spring semester, she elects to defer the use of the waiver that is enacted with the second assignment and the use of the waiver is still within the current fiscal year.

c. Not teaching and taking up to six (6) credit hours

Bryan's assignment to teach began July 3 and ends on December 31. Although he will not teach during the following spring semester, he wishes to take an online course while he has more free time. Would this activity be approved?

YES or NO

Response: YES—both the assignment and the deferred use are within the same fiscal year.

d. Taught both fall/spring, taking nine (9) summer credit hours

Cathy teaches two classes during both fall and spring but does not use her eligible tuition waivers. She then enrolls in nine (9) credit hours for the summer semester when she is not teaching.

Cathy is eligible for all nine (9) credits because she did not use her six (6) eligible hours for fall, nor the six (6) eligible hours for spring.

TRUE or FALSE

Response: FALSE—Cathy can only defer a total of six (6) credit hours per fiscal year, and the total is not cumulative, so she is only eligible to receive a waiver for six (6) hours in summer I.

VI. Points of Contact

Questions or situations that arise that are not expressly addressed within this appendix or within the **Tuition Waiver Handbook** should be directed either to the Strategic Staffing at strategicstaffing@domail.maricopa.edu or tuition.waivers@domail.maricopa.edu for review and approval.

appendix I

Qualified Non-Employee Waiver Process

Verification of eligibility must be received on official stationary of peace officers, fire fighters, emergency paramedics association, Adjutant National Guard, Arizona Attorney General's Office, Arizona Department of Veterans Affairs, Arizona Department of Economic Security, or via email sent from the agency designee to the Director of the Office of Public Stewardship.

How to Process Tuition Waiver Requests for Non-Employees

1. Agency* that verifies eligibility notifies the Maricopa Community Colleges (Director of the Office of Public Stewardship at the District Office), making sure to include the college designation(s) the student will be attending.
2. The Director of the Office of Public Stewardship will notify** the appropriate offices at the designated college(s). The college waiver designee verifies eligibility via non-employee participant list which can be found on the Employee Portal *Educational Assistance Tuition Waivers and Exemptions* page.
3. The student will need to fill out the Non-Employee Tuition Waiver form (see Appendix D) and submit it to each college they attend every semester.
4. The District's Office of Public Stewardship will maintain a copy of the eligibility notification provided by the appropriate agency.

* Verification of eligibility must be received on official stationary of peace officers, fire fighters, emergency paramedics association, Adjutant National Guard, Arizona Attorney General's Office, Arizona Department of Veterans Affairs, Arizona Department of Economic Security. Verification may also be sent from the agency designee via email to the Senior Manager of Human Resources and the Director of the Office of Public Stewardship.

** The **Non-Employee Tuition Waiver Qualified Participant List** is posted on the Employee Portal *Educational Assistance Tuition Waivers and Exemptions* page.

AZ Foster Care Supplemental Waiver Process

How to Process Supplemental Waiver Requests

1. Agency that verifies eligibility notifies the Maricopa Community Colleges through the Foster Care 2 Success Portal.
2. District Financial Aid Operations - designee verifies eligibility via the Arizona State Statute.
3. The student will be notified of their potential eligibility by the District Financial Aid Office designee and need to fill out the Arizona Foster Care Supplemental Tuition Waiver form (see Appendix F) and submit it to District Financial Aid Operations for Validation of eligibility every semester.
4. The District's Office of Public Stewardship will maintain a copy of the eligibility notification provided by the appropriate agency.
5. Questions regarding the application of the benefit, debt management, retroactive application of benefit that may occur due to the supplemental nature of this waiver should be referred to tuition.waivers@domail.maricopa.edu for review and determination.

Monitoring of Tuition Waivers via Reporting Systems

There are reports written for monitoring tuition waivers within the Enterprise Reporting System (ERS):

- M CCD_SF_1810 Employee Enrollment & Tuition Waivers
- M CCD_SF_1820 Dependent Enrollments & Tuition Waivers
- M CCD_SF_1830 Other Tuition Waivers
- M CCD_SF_1840 Part-Time Faculty Enrollments & Tuition Waivers
- M CCD_SF_2190 Waivers with 12 or More Units
- M CCD_SF_6011 Tuition Waiver Usage (SSRS)

College Monitoring of Employee Tuition Waivers

The report, M CCD_SF_1810, should be used by the colleges to monitor employee tuition waivers. Talk with your ERS Administrator if you need assistance running the report.

Instructions

1. In the fall and spring semesters, run the report by the end of the first week of classes and again after the 45th day. Run additional reports by the end of the first week for late-start and/or short-term classes as needed. In the summer semesters, run the report the first week of classes.
2. Distribute the report to the appropriate people for review (i.e., Department/Division Chairs). Ask Chairs to review the report for the following enrollment irregularities:
 - Instructor enrolled in a class they are teaching (student name will be in bold)
 - Instructors enrolled in a class in the department in which they teach (student name will be in bold)
 - Enrollment taught by a relative
 - Enrollment and subsequent withdrawal for the sole purpose of making a class “go”
 - Enrollments during an employee’s normal work schedule
3. On the right side of the report is a column titled “Disposition.” If there is no enrollment irregularity, simply place

a check in the Disposition column. When an enrollment irregularity is identified, note the issue in the Disposition column.

4. Once the report has been reviewed for enrollment irregularities by the Department/Division Chairs, the Vice President of Academic Affairs reviews the dispositions. If VPAA/VP SA decides if employee should not be registered in a course, VP will notify the employee and:
 - a. VP sends email with rationale to VCASA
 - b. Employee may appeal to VCASA
 - c. VCASA reviews situation and makes determination
 - i. VCASA notifies employee and college
 - ii. VCASA documents findings

District Office Monitoring of Dependents, Part-Time Faculty, and Other Tuition Waivers

The report, M CCD_SF_1810, M CCD_SF_1820, M CCD_SF_1830, M CCD_SF_1840, and M CCD_SF_2190, M CCD_SF_6011, should be used by the Office of Public Stewardship to monitor all other tuition waivers. These reports are located in the Enterprise Reporting System (ERS) > SSRS Reporting Student Financials. When you run the report, enter the requested parameters.

Instructions

1. In the fall and spring semesters, run the report by the end of the first week of classes and again after the 45th day. Run additional reports by the end of the first week for late-start and/or short-term classes as needed. In the summer semesters, run the report the first week of classes.
2. The Director, Office of Public Stewardship or designee reviews the reports for the following enrollment irregularities:
 - Enrollment taught by a relative
 - Part-Time Faculty who exceed the tuition waiver limit in a year
 - Part-Time Faculty who receive a tuition waiver in a semester prior to their first teaching semester in the year
3. On the right side of the report is a column titled “Disposition.” If there is no enrollment irregularity, simply place a check in the Disposition column.

When an enrollment irregularity is identified, note the issue in the Disposition column.

4. Once the report has been reviewed for enrollment irregularities, the Director, Office of Public Stewardship decides if employee should not be registered in a course and will notify the employee and:
 - a. Director, Office of Public Stewardship sends email with rationale to VCASA
 - b. Employee may appeal to VCASA
 - c. VCASA reviews situation and makes determination
 - i. VCASA notifies employee and college
 - ii. VCASA documents findings

District Office Monitoring of Withdrawals

Using data from the reports described, the Office of Public Stewardship will perform quarterly audits reviewing course enrollment and withdrawals to ensure that an individual is not using a tuition waiver and subsequently dropping the same course multiple times. Eligible recipients will no longer have course tuition waived for any course from which they have already withdrawn from two times. The Office of Public Stewardship will notify the college of attendance of any findings.

Removing Specific Courses

Colleges can remove the automatic waiver via equation variables and post the waiver to eligible courses manually via student post by using a manual item type and “select charges to pay” link (see pg. 11 for manual item type descriptions).

NOTE: *Students will be subject to enrollment cancellation for any ineligible courses that remain unpaid.*

Points of Contact for Dependent Entry in HCM

Process for Benefit Eligible Employees to list dependents in HCM for tuition waiver purposes

Benefit Eligible Employees must submit the *Tuition Waiver Dependent Eligibility Form* to the Human Resources Department. The form to submit dependents is posted on the Employee Portal - District Support - [Human Resources](#).

Contact your College HR Representative for the contact at your location.

Note that the transmission of documents containing social security number and personally identifiable information should be done in a protected and secure manner.

If you have questions, please contact District Human Resources Benefits at rx@domail.maricopa.edu

Maricopa Community Colleges Tuition Waiver Program
Limitations of Use Questions and Answers
Effective July 1, 2015

In a continued effort to administer the Maricopa Tuition Waiver Program in a manner that demonstrates accountability and good public stewardship, limitations of use have been implemented over the years once program reviews have determined that patterns of waste, misuse or possible fraudulent activity are occurring. While isolated, these events rise to the level of implementing changes as a matter of internal control and asset protection. It is important that those participating in the program recognize that the tuition waiver benefit services as a form of student financial assistance – similar to a grant or scholarship -- whereby satisfactory academic progress should apply. Starting July 1, 2015, the Office of Public Stewardship will begin monitoring the use of tuition waivers for patterns of non-participation, non-attendance and non-completion in all courses of enrollment whenever a waiver is used. Presently, we monitor grades that are issued for a single course that is repeated (i.e. ENG 102, PED 100 and where a grade of W, Y, Z or F appears on the enrollment record 2 times in conjunction with waiver use-- the 3rd time, the course is not eligible for waiver).

A person will be deemed ineligible to use the tuition waiver if the waiver/course enrollment history shows a pattern of unsatisfactory academic progress. What does this mean? Please see the following FAQ.

Q: What is a pattern of unsatisfactory academic progress?

A: Consistent with existing language that appears in the Catalog Common Pages for students who are recipients of Federal Financial Aid, Standards of Satisfactory Academic Progress (SAP) are evaluated on each of the three measurements outlined below. Failure to meet any of these standards will result in suspension of eligibility for tuition waivers. Note: Grades of F,I,N,W,Y,Z, and courses not yet graded are considered attempted but not completed for the purposes of financial aid.

Standards of Satisfactory Academic Progress are evaluated based on qualitative (GPA), quantitative (pace of progression), and maximum timeframe.

- a. Grade Point Average Qualitative Measurement: Students must maintain a 2.0 cumulative Grade Point Average in order to meet SAP GPA requirements.
- b. Pace of Progression Quantitative Measurement: Students must successfully complete 2/3 (66.67%) of all attempted course work. For clock hour programs, please refer to program attendance requirements.
- c. Maximum Time Frame Measurement: Students must be able to complete their program within 150% of the published program length. Once students have attempted 150% of the published program length, they are no longer eligible for Federal Student Aid. For example, a 16 credit certificate program will allow up to 24 credit hours to complete the program. A 60 credit Associate's degree will allow up to 90 credit hours to complete the program.

The full language for the Standards of Satisfactory Academic Progress may be found within [Appendix S-5 Student Financial Assistance](#).

Q: I've received a W twice in the same course. Can I still use the waiver?

A: The waiver may be used to enroll in other credit hour courses, but not the course that has previously received two Ws....on the third attempt, you are responsible for the credit hour course.

Q: What if I wasn't able to complete the class due to illness or some other reason beyond my control?

A: The only exceptions made to the use of a waiver for a single course where a grade of F, I, N, W, X, Y or Z appears, would be in instances where a systems or staff error occurred. A second chance has already been afforded after the first non-participating grade. The ability to continue to use the waiver for enrollment in other credit courses will only be impacted if total waiver has an unsatisfactory grade pattern for all other classes.

Q: If I already have 2 W's in a course ---will it count towards me starting July 1st?

A: As this limitation has been in effect since 2010, and the language already appears on the waiver form; enrollment in the same course would be at your own expense even after July 1st. The July 1st timeline impacts those at risk of losing the waiver benefit entirely.

Q: Will we be notified that we aren't eligible? How will we know?

A: Prior to enrolling in classes or submitting a tuition waiver, persons should first check their enrollment/grade history in mymaricopa.edu in order to assess their own grade history (look for grades of F,I,N, W, Y or Z). Notification will also be sent directly from the Office of Public Stewardship; though notification may not coincide at the same time as when an individual enrolls in courses. In addition, fiscal offices will also be notified of those not eligible to use the waiver once a determination has been made.

Q: Will there be an appeal process?

A: Yes, in those instances where a person is in jeopardy of losing eligibility all together. A written request of appeal may be submitted to the District's Office of Public Stewardship. Reasons for exceptions or reinstatement of benefit may include:

- A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the Office of Public Stewardship or college of enrollment.
- Serious illness or death of an immediate family member that prevents the student from attending all classes for the semester. Immediate family members include spouse/partner, father, mother, grandfather, grandmother, child, foster child, grandchild, stepchild, sibling, stepsibling, stepfather, stepmother, or spouse's/partner's father, mother, grandfather, grandmother, or in-laws in any one incident. Appropriate documentation must be provided.
- Achievement of satisfactory academic progress /successful completion of 2/3 (66.67%) of all attempted courses at one's own cost.

Q. If I become ineligible, how long will that last?

A. Indefinitely, unless removed via the appeal process outlined above.

Q. What happens if I don't check all of the boxes on the waiver form under the Statement of Certification, Understanding and Agreement?

A. The waiver form will be considered incomplete and should not be processed at the point of service if all boxes are not checked/ or if the signatures of the employee/dependent are not on the form. However --- the terms of limitation of use are still in effect. The language that appears on the waiver form is meant to serve as notice of the terms and conditions of use of the waiver. It is the responsibility of the person enrolling in the course/dependent's parent if a minor --- to review and be familiar with the limitations of the MCCC Tuition Waiver Program.

Additional information is also posted:

[Employee Portal - Tuition Waivers and Exemptions](#)

[Tuition Waivers for Dependents of Full Time Employees](#)

[Tuition Waivers and Exemptions for Non-Employees](#)

Q. Where do I go if I have questions about waivers?

A. You may contact tuition.waivers@domail.maricopa.edu.



2411 West 14th Street
Tempe, AZ 85281-6942

Tuition Waiver Handbook

Revised April 2023