

Qualified Non-Employee Waiver Process Student User Guide

Students utilizing a Qualified Non-Employee Tuition Waiver at any or multiple MCCCDCollege(s) should adhere to the Admissions and Registration requirements that are posted at: [2.2 Admission/Registration/Enrollment](#)

Qualified Non-Employee User Guide

1. Students should confirm with the District's Office of Public Stewardship that their eligibility for the waiver has been verified with the respective external agency (tuition.waivers@domail.maricopa.edu).
2. Students are required to complete the admissions process with MCCCDCollege(s) of choice through (www.maricopa.edu).
3. Students are required to provide Proof of Residency with Admissions and Records.
**MCCCDCollege Tuition Waivers do not cover Out-of-State Tuition Surcharges*
4. Students enroll in classes.
5. Students will log into the MCCCDCollege Student Center at www.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 Tuition Waiver Form. Payment may include Payment Plans, Financial Aid or a one time payment through the Student Center.
***Click [here](#) for steps on how to pay online.*
6. Students will begin processing the Non-Employee Tuition Waiver by clicking [Qualified Non-Employee Tuition Waiver](#)
**Complete this form for each Maricopa college that you plan to attend each semester.*
7. Once a student submits the waiver, Dynamic forms will send a confirmation email to the Student and an email to the Office of Public Stewardship for verification.
8. Once the Office Of Public Stewardship verifies and approves the waiver in the system, it will electronically go to the Student Business Services Office for processing.
9. Students will receive an email once the waiver has been processed and should review their Student Center at [www.maricopa.edu](#) to make sure the waiver was processed correctly.