

Flathead Valley Community College

Adjunct Tuition Waiver

Adjunct employees are eligible for a tuition waiver equal to the amount of credits taught during the current semester. Employees may choose to either use the waiver or delegate it to a spouse or dependent (IRS definition) to be used during the current semester or the immediately following semester. Credits are not accumulative, may not be split, and can be used only by one student per semester. Tuition is waived on a space available basis after all other paying students have had an opportunity to register providing said courses do not conflict with academic responsibilities. Building fees, lab fees and mandatory course fees cannot be waived. Non-credit waivers are determined by Continuing Education.

EMPLOYEE INFORMATION			
Employee Name		Student ID#	
Department			
A copy of the applicable Adjunct contract must be attached to Waiver upon submission			
EMPLOYEE ENROLLMENT REQUEST			
Semester	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 1 <input type="checkbox"/> Summer 2 <input type="checkbox"/> Summer Full		
Course #/Title	Days	Time	Credits
DEPENDENT ENROLLMENT REQUEST			
Dependent Name		Student ID#	
Semester	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 1 <input type="checkbox"/> Summer 2 <input type="checkbox"/> Summer Full		
Course #/Title	Days	Time	Credits
Is the dependent your legal spouse or a financially dependent child as defined by the Internal Revenue Code? <input type="checkbox"/> Yes <input type="checkbox"/> No		Proof of dependency for child over age 18 attached <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dependent child's age on 1st day of semester			
EMPLOYEE VERIFICATION			
My signature below certifies that the above dependent meets the criterion established above. I understand that inappropriate use of this waiver will require repayment of the benefit and may lead to discipline, up to and including, termination.			
Adjunct Employee Signature / Date			
Human Resources Approval / Date			
Financial Aid Approval / Date			