

Danville Area Community College
Tuition Waiver
Employee or Employee's Dependent Spouse/Child

Full-time employees are eligible to enroll and have tuition and course fees waived for any Danville Area Community College regular academic semester course for which they are qualified. Continuing part-time employees are eligible to enroll and have tuition and course fees waived up to six (6) credit hours per semester. Part-time faculty who are teaching at least three (3) credit hours are eligible to enroll and have tuition and course fees waived up to six (6) credit hours per semester during the semester in which the part-time faculty member is teaching. Dependents of full-time employees are eligible to enroll and have tuition waived for any Danville Area Community College regular academic semester course for which they are qualified. Course fees are **NOT** waived for dependents.

Tuition Waiver forms must be completed and returned to the Human Resources Office before the class begins.

Degree credit classes taken through the Corporate and Continuing Education Department are eligible for tuition waiver at the discretion of the Vice President of Instruction.

DACC Employee

Colleague ID

Name of Student

Colleague ID

Employee is:

- Full-time**
 Part-time
 Part-time Faculty (see eligibility above)

Student is:

- Self**
 Spouse
 Child*

***Dependent children are those children who meet two of the following three criteria: (Please check which two your child meets.)**

- Children claimed as dependent for federal income tax purposes
 Children living in the employee's home
 Children under the age of 25

Term: 20

Check One:

- Fall** **Spring** **Summer**

Total Credit Hours: _____

Course Number

Credit Hours

Scheduled Class Time

Employee Signature

Date

Supervisor Signature (Division Deans must approve part-time faculty eligibility.)

Date

Director of Human Resources

Date

Vice President of Instruction (approval is necessary for Corporate & Community Education classes)

Grant Account Number

Tuition Waived: **Yes** **No**

Fees Waived: **Yes** **No**

Please note: This form must be processed for each term of attendance.