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 and Student Services.

_____ _____
DACC Employee Colleague I.D. Number

_____ _____
Name of Student Colleague I.D. Number

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 26

Term: 20_____ **Check One:** ☐ **Fall** ☐ **Spring** ☐ **Summer**
Total Credit Hours:_____

Course Number	Credit Hours	Scheduled Class Time

_____ _____
Employee Signature Date

_____ _____
Dean/Supervisor Signature Date

_____ _____
Vice President of Human Resources Date

_____ ___ ___ ___ ___ ___ ___ - ___ ___ ___ ___
Executive 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.

Revised 8/94, 6/96, 1/00, 10/01, 5/02, 8/02, 8/10, 5/19