ORANGE COUNTY COMMUNITY COLLEGE
MIDDLETOWN, NEW YORK

FACULTY AND STAFF & CHAIRMEN'S ASSOCIATIONS
ADJUNCT FACULTY
DEPENDENT/SPOUSE TUITION WAIVER

This form authorizes the waiver of tuition and fees for the dependent or spouse of Faculty, Staff & Chairmen Association members, and Adjunct Faculty. Present this form to the Bursar's office once authorized signatures are completed.

The student (dependent/spouse) must complete the admissions requirement and be accepted into a degree program. This waiver is for credit courses and associated fees only. A notarized dependency waiver form must also be completed and submitted to HR annually.

☐ **Full time** ☐ **Day Adjunct** ☐ **Evening Adjunct**

EMPLOYEE: _____

STUDENT: _____

RELATIONSHIP TO EMPLOYEE: _____

SEMESTER: _____

For Adjunct Faculty: This form authorizes the waiver of tuition and fees on a pro-rated basis.

Example: If employee is teaching 12 credits/16 contact hours = 100% waiver
If employee is teaching 6 credits/ 8 contact hours = 50% waiver
If employee is teaching 3 credits/ 4 contact hours = 25% waiver

HOW MANY CREDITS ARE YOU TEACHING? WHAT SEMESTER ARE YOU TEACHING?

_____ _____

SUBMIT THIS FORM TO THE HUMAN RESOURCES OFFICE FOR AUTHORIZATION

AUTHORIZED:

Approved for _____% Waiver

Human Resources:_____ Date:_____

Admissions Director:_____ Date:_____

Accepted Date:_____

Program:_____