TUITION WAIVER
Eligibility Declaration
Procedure 2.05.04

Please review the Tuition Waiver Procedure at Tuition Waiver Program Procedure, 2.05.04 and then select one of the following:

Full-time Faculty & Staff: Eligible full-time faculty and staff employees, their spouses, and eligible dependent children may enroll in an unlimited number of courses and credit hours at Yavapai College with 100% of tuition waived, provided the employee meets eligibility requirements as of the first day of class.

There is no maximum credit-hour limit for eligible full-time employees. Employees are responsible only for applicable course-related fees, such as classroom fees and lab fees. Tuition is fully covered under the Tuition Waiver Program, subject to Procedure 2.05.04.

☐ **Regular Part-time Staff (20-29 hrs./week):** Regular Part-time staff, spouse, and eligible dependent children may enroll for six or fewer credit hours at Yavapai College for credit course work per semester without payment of tuition** if the employee is an eligible employee as of the first day of class.

Date _____ Employee Name _____

Y # _____ Phone Number _____ Alternate Number _____

Address _____ City, State, Zip _____

Complete Spouse Information below:
An Eligible spouse is defined as an individual who is lawfully married to a college employee.

Spouse Name _____ Spouse Y# _____

Date of Birth _____

Complete Dependent Information Below:

An eligible child is defined as either the employee's natural born, legally adopted, foster, stepchild or an individual for whom the employee can demonstrate guardianship, and who is age 30 or younger. Children are eligible for the waiver if they are 30 or younger as of the first day of class.

1) **The IRS allows for tax-free tuition waiver benefits when used by an employee's child who is age 24 and less, and who is claimed as a dependent on the employee's tax return.**

2) **Children aged 25 through 30 are eligible for tuition waiver, but the dollar amount of the waiver benefit will be considered taxable income to the employee.**

3) **The amount to be taxed will be added to the employee's paycheck over set pay periods. See Examples of Tuition Waiver Tax Calculations here-**https://www.yc.edu/v6/human-resources/tuition-waiver-tax-calculation-examples.pdf.

Dependent Name _____ Dependent Y # _____

Date of Birth _____ Relationship _____

Dependent Name _____ Dependent Y # _____

Date of Birth _____ Relationship _____

Dependent Name _____ Dependent Y # _____

Date of Birth _____ Relationship _____

Dependent Name _____ Dependent Y # _____

Date of Birth _____ Relationship _____

Dependent Name _____ Dependent Y # _____

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Dependent Name _____ Dependent Y # _____

Date of Birth _____ Relationship _____

Dependent Name _____ Dependent Y # _____

Date of Birth _____ Relationship _____

Dependent Name _____ Dependent Y # _____

Date of Birth _____ Relationship _____

I acknowledge that all information included on this form is accurate and any Spouse and/or Dependent Information included meets the definitions included on this form in the Tuition Waiver Program Procedures 2.05.04.

Employee Signature and Date _____

Once you have completed this form please email it to: BURSAR@yc.edu