

**Connecticut Community Colleges**  
**Administrative Clerical (NP-3) Space-Available Tuition Waiver Request**  
 (Bring this form with you to Register)

**Certification by Employee**

Employee Name: \_\_\_\_\_

Employed at: \_\_\_\_\_ Community College Regularly scheduled hours per week: \_\_\_\_\_

Employee Payroll ID#: \_\_\_\_\_ Banner ID#: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Work Telephone Number: \_\_\_\_\_

**Certification by Human Resources at Employing College**

Applicant is an NP-3 employee with permanent status: Yes  No

Currently employed \_\_\_\_\_ hours/week

Date of most recent service rating: \_\_\_\_\_ Rated "Good" or better? Yes  No

Tuition Waiver Request Approved by: (Print Name and Title / Sign) \_\_\_\_\_ Date \_\_\_\_\_

**Certification by Registrar**

Course(s) Requested at \_\_\_\_\_ Community College:

				Space Available?
Course # _____	Title: _____	CRN: _____	# Credits: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Course # _____	Title: _____	CRN: _____	# Credits: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>

Date Student Registered: \_\_\_\_\_

Registration Officer: (Print Name / Sign) \_\_\_\_\_

**IMPORTANT NOTES TO EMPLOYEE:**

1. Registration dates may vary by college – be sure to check with the college(s) at which you wish to take your course(s)
2. You will need to have an Admissions file set up at any college at which you wish to take a course BEFORE you can register for any course
3. You may not request a tuition waiver for any course for which you have already registered in person or on line.
4. An employee is eligible for a maximum of two courses / eight (8) credits in any one semester; fall and spring semesters only
5. When this form is completed and you have been admitted to a course, return the completed form to Human Resources at the college at which you work.