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 ☐ No ☐

Course #_______ Title: ____________________________ CRN: _____ # Credits: _____ Yes ☐ No ☐

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.