



## Miles Community College (MCC) Dependent Tuition Waiver Application

**This application is solely to determine eligibility for the Dependent Tuition Waiver. It does not register you with MCC nor does it enroll you in classes.**

**DEPENDENT STUDENTS AND EMPLOYEES MUST BOTH COMPLETE THE FOLLOWING AND SIGN AND DATE IN THE SPACES PROVIDED. DEPENDENTS MUST COMPLETE THIS FORM AND RETURN IT TO THE HUMAN RESOURCES OFFICE WITHIN THE DEADLINES ESTABLISHED**

DEPENDENT/SPOUSE		EMPLOYEE	
Name:		Name:	
Student ID#:		Banner ID# or SSN	
Relationship to Employee:		Title	
Will you be combining this Dependent Tuition Fee Waiver with any other MCC fee waiver or scholarship?		Phone #:	
Are you currently married (only applies to children of the employee)?		Email:	
Are you under the age of 26 (only applies to children of the employee)?			

Course #	Credits	Course Description	Tuition Amount

Semester (choose one): Spring       Fall       Summer       Academic Year \_\_\_\_\_

- Employees must have satisfactorily completed the probationary period.
- An eligible dependent includes the **employee's spouse and any child who is unmarried and under the age of 26. Children include natural children, stepchildren and children placed in your home for adoption before the age 18 or for whom you have court-ordered custody or you are the legal guardian.**

Signatures below certify all eligibility guidelines set forth above are met. Misrepresentation of eligibility by employee or student may be cause for employee disciplinary action up to and including termination and any tuition waiver received may be withheld from the employee's salary or charged to the student's account. The value of the tuition waiver may also be withheld from the employee's paychecks or charged to the student's account if the employee terminates employment.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

### Official College Use Only

**Human Resources:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Financial Aid:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## **MILES COMMUNITY COLLEGE DEPENDENT TUITION WAIVER**

- The dependent tuition waiver shall be for tuition. In no case may registration, course fees or any other mandatory or miscellaneous fees be waived.
- In addition to the eligibility requirements for the Dependent Tuition Waiver, students and employees are further subject to all other College regulatory policies. If you have questions regarding these policies, please contact the Human Resources Office.

### **THE DEADLINES FOR SUBMITTING THIS APPLICATION TO MILES COMMUNITY COLLEGE**

<b>SUMMER SESSION</b>	<b>Application Deadline</b> (5 days prior to start of semester)
<b>FALL SEMESTER</b>	<b>Application Deadline</b> (5 days prior to start of semester)
<b>SPRING SEMESTER</b>	<b>Application Deadline</b> (5 days prior to start of semester)

**COMPLETED DEPENDENT TUITION WAIVER APPLICATIONS SHOULD BE RETURNED TO:**

**Miles Community College  
Human Resources Department  
2715 Dickinson St  
Miles City, MT 59301**

**IN ACCORDANCE WITH THE FILING DATES SET FORTH ABOVE.**