



Miles Community College (MCC) Faculty & Staff Tuition Waiver Application

Complete the information below to apply for the Faculty & Staff Tuition Waiver for courses at MCC. Signatures must be obtained from your supervisor, Human Resources and Financial Aid.

Name: _____

Date: _____

Title: _____

Employee ID: _____

- Tuition may be waived, with the approval of the Supervisor and Human Resources, for permanent full-time employees who have satisfactorily completed the probationary period.
- If employment is terminated prior to the end of the term, this waiver will be revoked and the employee responsible for all costs associated with enrollment.
- Employees must re-apply for a waiver each semester of enrollment.
- You MUST be formally admitted to MCC and register for any coursework. Merely completing this application does not register you for coursework.

Course #	Credits	Course Description	Tuition Amount

Semester (choose one): Spring Fall Summer Academic Year _____

Employee's Signature

Date

Approved: Time must be made up

- Employees taking courses during normal duty hours are **required** to make up time.
- Please indicate how and when the hours will be made up: Make-up time may not include breaks.

Class outside of regular work schedule

Not approved

Supervisor Date

Official College Use Only:

Human Resources:

Signature Printed Name Date

Financial Aid:

Signature Printed Name Date

MILES COMMUNITY COLLEGE FACULTY & STAFF TUITION WAIVER

WHAT IS NEXT?

- Deliver completed application (including all approval signatures) to Human Resource Services. If you have questions, please call 406-874-6197.
- Human Resource Services will forward the application to the Financial Aid office for further review and processing.
- Please submit the application a minimum of five working days prior to the start of the semester.

ADDITIONAL INFORMATION

It is possible that any federal aid may be reduced as a result of this tuition waiver.

THE DEADLINES FOR SUBMITTING THIS APPLICATION TO MILES COMMUNITY COLLEGE

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

COMPLETED FACULTY & STAFF 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.