

MOTT COMMUNITY COLLEGE

Tuition Waiver Procedure

Full-time employees, their spouses, and eligible dependents may take credit and/or non-credit (Continuing Education) classes at Mott and receive full tuition waiver under the Educational Grant program. Some part-time employees represented by a bargaining unit may also be eligible for this benefit, but must pay a portion of the tuition based on the number of hours/weeks worked.

To take advantage of the Tuition Waiver benefit for *credit* classes, follow these steps:

1. If you, your spouse, or dependents have never completed an Application for Admission, stop by the Admissions Office (first floor of the Prah Center) and complete the application procedure.
2. Students seeking a degree or certificate should arrange for placement testing, orientation and academic advising for their first semester at Mott.
3. Complete the *Educational Grant Waiver & Information Form*, which is available in the Human Resources office as well as the Admissions Office. This form must be returned to Human Resources, and will provide them with the information necessary to enter you, your spouse, and your dependents as eligible for tuition waiver in Datatel. It also acknowledges that you accept full responsibility for payment of any and all sums that may be due for tuition incurred by you, your spouse, or dependents as outlined in your bargaining unit contract. *NOTE: You are not required to complete this form every semester. If any of the information provided on the form changes, however, you must submit an updated form to the Human Resources Office. (Possible changes include, but are not limited to: marriage, divorce, and dependents who become ineligible due to age.)*
4. Register for classes in College Center 15. Use the current Class Schedule to select courses and complete the class schedule worksheet available in the Registration area. Directions for completing the worksheet, deadlines for registering, adding and dropping classes, important telephone numbers, and hours of operation are included in the Class Schedule.

To take advantage of the Tuition Waiver benefit for *non-credit* classes, follow these steps:

1. You, your spouse, or dependents must register for classes in the Continuing Education Office (Curtice-Mott, Room 1117).
2. Follow Step 3 above. The forms are available in Human Resources and Continuing Education. If you have already completed a form to take advantage of credit courses, you do not have to complete another form.