



# CCS Employee TUITION WAIVER

Student identification number

The student (employee) identification number is used for retrieval of all records in the student management system database.

Employee's full name \_\_\_\_\_

I am employed 50 percent or more at CCS as:  Administrator  Full-time Faculty  Permanent Classified  
 Professional/Confidential Exempt  Adjunct Faculty

Campus:  SCC  SFCC  IEL Year \_\_\_\_\_ Quarter:  Fall  Winter  Spring  Summer

**Registration must be made in person at the college admission/registration office after 9:00 a.m. from the third day of the quarter through the end of business the fifth day of the quarter (based on the college academic calendar). Student registration is required by the end of the fifth business day of the quarter.**

**PLEASE NOTE: Completion of the class section below does not replace the registration form, nor does it automatically register you in the class(es) when received in the campus registration office. Registration is required by the end of the fifth day of the quarter.**

List class(es) below:

COLLEGE	ITEM NUMBER	DEPT/DIVISION and COURSE ID	COURSE TITLE	CREDITS	DAYS	TIME

- Class does not interfere with assigned work schedule
- Request release time (Release time must be job related and approved as part of a formal remediation plan.)
- Request reassigned time

Justification (for release time or reassigned time): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plan for covering work station during employee's absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved— Immediate supervisor (nonfaculty only) \_\_\_\_\_ Date \_\_\_\_\_

Approved— Administrator (nonfaculty only) \_\_\_\_\_ Date \_\_\_\_\_

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Employee eligibility verification/Human Resources Office \_\_\_\_\_ Date \_\_\_\_\_

Class eligibility verification/Registration Office \_\_\_\_\_ Date \_\_\_\_\_

## CCS Administrative Procedure 5.05.05-C CCS Employee Tuition Waiver

Original—Registration