APPLICATION FOR TUITION WAIVER FORM  
MATC Classes ONLY  
LOCAL 587 EMPLOYEES

INSTRUCTIONS:
1. See reverse side of this form for program conditions.  
2. Provide a separate application for each course.  
3. Courses must be 100, 200 or 300 level. Enrichment courses are not waivable. 
4. Fill out and complete information in Part I, Application Information, and Part II, Course Information. 
5. Sign and Date Part III, Applicant Signature.  
6. Obtain your supervisor’s signature on Part IV prior to registering for the course.  
7. REGISTER for the course by providing a COPY of this form, signed by your supervisor, to the Agency Desk support staff. 
8. Submit the ORIGINAL approved application and class schedule to Professional Development. Retain a copy for your records.  
9. At the end of the term, submit your final grade report to the Professional Development Office, Room M201. 
10. Waiver will be for tuition only and contingent upon successful completion of the course. 
11. **Incomplete or incorrectly completed applications will be returned to employee for correction and/or completion.**

PART I – APPLICATION INFORMATION:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Initial</th>
<th>Street Address</th>
<th>City/Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department/Division</th>
<th>Phone Ext.</th>
<th>Job Title</th>
<th>COSMO I.D. Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART II – COURSE INFORMATION:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Starting Date</th>
<th>Ending Date</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART III – APPLICANT SIGNATURE:

I have read the instructions on this application and have complied with all the requirements set forth on the reverse side.

Signature __________________________ Date __________________________

PART IV – SUPERVISOR APPROVAL:

Signature __________________________ Date __________________________

PART V – PROFESSIONAL DEVELOPMENT OFFICE USE ONLY:

Grade ________ Completion Date __________________________

Tuition Waived □ (No further action required) Bill for Payment □

Reviewed by __________________________ Date __________________________
Any employee who meets course prerequisites may enroll in MATC courses, up to a maximum of 6 credit hours per semester, and have all tuition waived contingent upon successful course completion as described below, if the class does not reach capacity. This waiver will not include any materials fees.

The following are conditions for tuition waiver:

1. Courses for waiver must be MATC courses that are at the 100, 200, or 300 level. Enrichment courses are not waivable. Each course must have a separate waiver form.

2. Eligibility for participation will be based on space availability in the chosen course. Submission of the completed tuition waiver application and payment of fees is a prior step in the tuition waiver process. Date of submission of information showing that course tuition is waived and material fees have been paid will be the basis of eligibility.

3. Waiver will be for tuition only and will be contingent upon the successful completion of a course. Successful completion involves official documentation of the receipt of a minimum grade of C.

4. Official grade report or transcripts showing the final grade or satisfactory completion must be received by the Professional Development Department within one semester after the course ends or full payment of tuition will be due immediately.

5. Employees who do not complete courses or who receive an unsatisfactory grade shall remit full payment of tuition immediately.

6. Courses may be taken during working hours in one of the following manners:
   a. Lunch hours may be adjusted to accommodate the class hour.
   b. Courses may be taken during work hours and the time to be made up during the same payroll period. Lunch and breaks may be combined in order for an employee to attend a class for a given course, provided that the employee makes a written request to his/her supervisor (14) days prior to enrollment, and that employee shall only take one course at a time during this period. When the number of employees from a given work area or department taking a course must be limited, employees shall be allowed to attend classes in order of their seniority.* MATC will make every effort to communicate to their staff that Article XVII, paragraph (d) be enforced properly and uniformly. All classes taken must be approved by the supervisor, and such approval will not be unreasonably withheld.

7. All coursework and related homework must be done on the employee’s own time.

8. Employees who leave MATC service prior to completing waivable coursework shall remit full payment of tuition immediately.

9. New employees will not be eligible for this program until they have successfully completed their orientation period.

10. Employees will not be considered as also qualifying for tuition reimbursement under Article XVII, Section 1, if this option is exercised.

11. Supervisor approval is to be based upon whether or not the course is judged relevant to the employee’s current job classification responsibilities or a reasonable promotional objective within MATC.

12. An employee who has a course paid for by a grant or scholarship source other than MATC is not eligible for MATC’s Tuition Waiver Program.