

# PPCC - UCCS JOINT FACULTY/STAFF TUITION WAIVER FORM

Please follow these procedures **carefully** in order to avoid being charged full tuition and fees

1. Become admitted to PPCC or UCCS (see specifics below).
2. Complete this form which includes certification from the employee's Human Resources/Personnel Office (see below). Submit the completed certification/registration form prior to the class start date to the campus office designated below.
3. Wait until the first day of class and then register.
4. **Please be advised that tuition waivers will not be processed after the end of the published, extended registration period.**

Tuition can be waived for up to six (6) undergraduate credit hours per academic year for permanent employees and up to three credits for those employed between 50% to 99% of a full appointment. The academic year begins with the summer term.

UCCS Employees Enrolling at PPCC Information:	PPCC Employees Enrolling at UCCS Information
<ul style="list-style-type: none"> <li>Apply for admission to PPCC. Go to <a href="http://ppcc.edu">ppcc.edu</a> and click on "Apply Now" button.</li> <li>To Search for courses go to <a href="http://ppcc.edu">ppcc.edu</a> and click on Catalog/Schedules", "Schedules", and "online schedule". It is not necessary to apply for admission before performing a search.</li> <li>To Register go to "Admissions/Enrollment Services and click on "Registration" or come to any Enrollment Services' location.</li> <li>Bring this form with the necessary UCCS signature to any PPCC Enrollment Services' location or mail it to PPCC; Enrollment Services; 5675 S Academy Blvd; Colorado Springs, CO 80906. Fax: 719-502- 2073.</li> <li>Caution: do not register for classes online or before this time or else the waiver cannot be applied against tuition.</li> <li>Form must be received by the end of the semester.</li> <li>Employees taking courses during working hours should coordinate and obtain supervisor approval prior to enrollment</li> </ul>	<ul style="list-style-type: none"> <li>Apply for admission to UCCS. Complete and submit an online application form at <a href="http://www.uccs.edu">www.uccs.edu</a> click "Apply Now" button. Some degree programs, (eg business) require formal degree admission prior to taking courses.</li> <li>Courses offerings and policies are available under the Course Schedule link under the campus home page <a href="http://www.uccs.edu">www.uccs.edu</a></li> <li>To use a waiver, bring or fax the completed and approved waiver form to the Student Financial Services (MH Cashier Window) by the start of the semester. This needs to be done each term of enrollment. <b>This form must be turned in on or before the census date of the term, not census date of the course.</b></li> <li>You will need to enroll in the requested courses on a space available basis <b>starting the first day of the term or first day of the course; whichever is first.</b> CAUTION: Do not register for classes before this time or the waiver cannot be applied against tuition.</li> <li>UCCS Student Financial Services is located in Main Hall 210, 1420 Austin Bluffs Parkway, Colorado Spring, CO 80918</li> <li>719-255-3733. Fax: 719-255-3023</li> <li>Employees taking courses during working hours should coordinate and obtain supervisor approval prior to enrollment.</li> </ul>

**Permanent Employment Certification - must be certified no earlier than one week before classes begin.**

This certifies that \_\_\_\_\_, Employee ID \_\_\_\_\_, is a **permanent** employee at     PPCC     UCCS    as of the first day of the \_\_\_\_\_ semester of 20\_\_\_\_\_.

Faculty rank/Staff Title \_\_\_\_\_ Department: \_\_\_\_\_

% fulltime: \_\_\_\_\_ Phone \_\_\_\_\_ ext.: \_\_\_\_\_

**Personnel/Human Resources Dept. Certification:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Personnel/Human Resources Dept. Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Please list the course(s) you wish to apply a waiver for below:**

Dept.	Crse. #	Course Title	term	call/crn number
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