



Tohono O'odham Community College Tuition Waiver Program

The Tuition Waiver Program was established to provide Tohono O'odham Community College (TOCC) employees who do not have a transferable associate's degree with an opportunity to pursue one through TOCC.

Eligibility:

- Full-time and part-time staff or faculty member (temporary employees are not eligible.)
- Complete introductory period of continuous employment
- Good record with no disciplinary actions in the last six months

Qualifications:

- Education plan must be approved by the employee's supervisor and Human Resources
- Courses must apply to the approved education plan
- Employee is financially responsible for textbooks and supplies
- One class per semester permitted to be waived and a GPA of 2.5 must be maintained

Procedures:

Complete tuition waiver program request below.

Complete an education plan with approval by the employee's supervisor.

Route approved education plan through human resources.

Upon completion of the approved courses, submit the following documentation for reimbursement:

- Transcript of grade report showing completion of the class with a GPA of 2.5 or higher
- Semester schedule (each semester)

I. EMPLOYEE INFORMATION

Employee Name (print): _____ Date: _____

II. PROGRAM INFORMATION

a. Program: _____

b. Semester: _____

c. Class: _____

I understand if I fail the class that I am requesting a waiver for, no free tuition or fee will be provided for future classes until the failed class is retaken at my expense with a passing grade.

Employee Signature: _____ Date: _____

II. APPROVALS

HR Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____