

APPLICATION FOR EMPLOYEE FREE TUITION HOURS



**One Angwin Avenue
Angwin, CA 94508**

**Human Resources
(707) 965-6231
(707) 965-6400 FAX**

Student name:

Last First Middle

Employee name: *(if different than student)*

Last First Middle

Salaried Hourly

Quarter: Fall Winter Spring Summer Year: _____

(Spouse applicant only) Will the employee also register for a class this quarter? Yes No

Will the course be taken for audit? Yes No

Class schedule: (Must be completed for supervisor approval)

	M	T	W	TH	F
Class	Times				Days (Circle)

	M	T	W	TH	F
Class	Times				Days (Circle)

Employee Signature _____
Date

Department Chair/Director Signature (required prior to registration) _____
Date

- Free tuition is granted if you work twenty-five hours or more per week. This benefit allows you and your spouse to take a combined maximum of six hours each quarter. You may register for up to four hours of class work with the remainder being available to your spouse. If you do not elect to take class work, your spouse—unless they are employed by the college at least twenty-five hours per week—may take all six hours per quarter. Any unused benefit is non-cumulative from quarter to quarter. A tuition charge will be made and offset by the free tuition benefit.
- Free tuition does not cover costs associated with the ACA program, College sponsored tours, special programs, fees, textbooks, special materials, or private lessons.

For office use only:

Student ID Number: _____ Free Tuition Hours: _____ Amount: \$ _____

Human Resources Approval: _____