

Employee Tuition Exemption Form

All full-time employees are eligible for faculty/staff exempt status for BCCC courses. This benefit is also available to full-time employee's spouse and children, under the following conditions:

- Children will not be over the age of 23 at the time of class(es) beginning.
- No scholarship will be granted to any child, regardless of age, who is married, unless the child is living in the household of the employee and is wholly supported by the employee.
- The term "child" shall be construed to mean natural child, adopted child, stepchild, or a person for whom the employee has been named legal guardian.

Part-time classified employees are eligible for exempt status for classes for themselves only. Part-time classified employees with three continuous years of service in a classified position shall be eligible for the benefits noted above for spouses and children. Employees are responsible for a portion of the student fees per credit hour.

Adjunct Faculty and Advisors are eligible for the Adjunct Faculty/Advisor Scholarship instead of the Employee Tuition Exemption.

This form must be completed and turned in EVERY SEMESTER to receive tuition benefits.

NAME OF EMPLOYEE: _____ SSN: _____
DEPARTMENT: _____ BCC SITE: _____
FULLTIME: _____ PARTTIME: _____ RETIRED _____

Please CHECK ONE: Spring: ____ Summer: ____ Fall: ____ Year: 20____

DEPENDENTS WHO MEET CRITERIA LISTED ABOVE:

****Please attach a copy of guardianship documents if necessary.**

Name: _____ SSN: _____
Birth Date: _____ Relationship to Employee: _____

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Birth Date: _____ Relationship to Employee: _____

Name: _____ SSN: _____
Birth Date: _____ Relationship to Employee: _____

Name: _____ SSN: _____
Birth Date: _____ Relationship to Employee: _____

Signature of Employee: _____ Date: _____

Signature of Human Resources Representative: _____