



Unemployment Tuition Waiver Request Form

Student Name _____

Student ID _____ Phone Number _____

THIS FORM MUST BE SUBMITTED ALONG WITH APPROVED UNEMPLOYED PERSONS TUITION WAIVER CERTIFICATION TO THE CASHIERS OFFICE AT TIME OF PAYMENT. UNEMPLOYMENT WAIVERS WILL NOT BE ACCEPTED WITHOUT THIS COMPLETED FORM.

YOU MAY BE ELIGIBLE TO TAKE COURSES TUITION FREE PROVIDED YOU FOLLOW THE PROCEDURE BELOW.

1. An application for admission has been received and processed.
2. Students must complete a Free Application for Federal Student Aid (FAFSA) and provide all information necessary to determine possible aid eligibility. Eligibility must be verified by BCC Financial Aid office.
3. Students cannot be in default of a student loan. Must be verified by BCC Financial Aid Office.
4. Out of county students must provide proof that the course is not offered at their local county college. Documentation will be required.
5. Ensure that the Unemployed Persons Tuition Waiver Certification form (from one stop career center) is complete including a list of approved courses in a labor demand field. If approved courses are not listed, return form to career center for completion.

IMPORTANT INFORMATION REGARDING THE USE OF AN UNEMPLOYMENT WAIVER FORM

Each student eligible for an unemployment waiver seeking to enroll in credit courses is responsible for applying for financial aid. If financial aid is awarded the aid will be applied to the student account first and the waiver will only apply to the remaining balance of approved courses. Any approved courses subsequently dropped will count first toward the waived balance and that portion will not be refunded. Financial aid will be used for tuition and general service fees only. There will be no book vouchers unless aid exceeds tuition and fees. This does not apply to loans.

Unemployment waivers can only be used on the first day of the term and cannot be applied to any courses where the student has registered prior to the first day.

Unemployment waivers are only valid for 30 days and must have a date of issue from the career center.

In order to remain eligible for participation in this program, you will be required to maintain a passing grade in the job training course(s) you are enrolled in.

I understand that by signing below, I am acknowledging that I have read and understood all of the above information and my responsibilities.

Student's Signature

Date

For Office Use Only

Date Approver Name (Please Print)

Financial Aid Approval (FAFSA Filed, FA Package Complete, No Loan Defaults)

Cashiers Office Approval (Proper Waiver Certification Received, Out of County Proof Provided if applicable)