HARTNELLCOLLEGE

TUITION WAIVER APPLICATION (CSEA & L-39)

Congratulations on your decision to participate in the Tuition Waiver Program.

CSEA Employees: To apply for waiver of your tuition for coursework at Hartnell, this application must be completed and submitted to the CSEA President **no later than the second week of class**. This form must be approved by CSEA in order for tuition to be waived. Please submit one application per course.

If classes are to be used for Professional Growth they are not eligible for tuition waiver under this agreement. Courses paid for under this agreement are not eligible for use toward Professional Growth awards.

I request to have the tuition for the following course at Hartnell College waived. I understand that I will be subject to reimbursement of tuition fees to the District if I leave District employment within one (1) year of receiving the waiver.

Name:	Semester:
Course/Section #:	# of Units:
Course/Section Days & Times:	Total Tuition for Class: $

Employee Signature	CSEA Signature
Date	Date
Supervisor Signature	Human Resources Signature
Date	Date

ARTICLE 9 – SECTION 10 – TUITION WAIVER

There is a tuition waiver program for bargaining unit members who take classes at Hartnell College. Employees may not sign up for, or request a waiver for tuition of, any classes that occur during the employee's normal work day, without first obtaining the permission of their supervisor, and having worked out an acceptable alternate work schedule for that semester. The alternate schedule will be reduced to writing, signed by the employee and supervisor, and placed in the employee's personnel file.
Employees who leave District employment within one year of receiving the waiver will reimburse the District for the amount of the waiver received.

Distribution: Original: Human Resources
Copies Sent to Business Office on: _____
Sent to Employee on: _____