



## Adjunct Tuition Waiver User Guide

Adjunct Faculty utilizing an Tuition Waiver at any or multiple MCCCDCollege(s) should adhere to Admissions and Registration requirements that are posted at the link below:

2.2 Admission/Registration/Enrollment

<https://district.maricopa.edu/regulations/admin-regs/section-2/2-2>

### Adjunct Faculty Tuition Waiver Quick Facts:

- Adjunct Faculty must complete the admissions process and enroll in classes prior to submitting their tuition waiver.
- For eligible Maricopa Community College employees: For additional information related to eligibility, guidelines and terms of use please review the [MCCCDCollege Tuition Waivers and Handbook](#).
- Adjunct Faculty greater than 3 load hours per semester - are eligible to waive up to 6 credit hours per semester.
- Adjunct Faculty 3 load hours or less per semester -are eligible to waive up to 3 credit hours per semester.
- Maricopa Tuition Waivers **do not cover** the registration fee, course fees or out of state charges.
- Adjunct will need to complete an Adjunct Tuition Waiver for each campus if using the tuition waiver at more than one campus.

### Tips for Filling Out Tuition Waiver Forms


Recently, the Dynamic Waiver Forms process was launched for [eligible employees](#). The project team has some tips to highlight when filling the form out:

1. **If using the same computer**, the employee and supervisor should log out of the Dynamic Form after completing the entry (vs. simply closing out of the page).



**How to complete an Adjunct Tuition Waiver:**

1. The employee will sign into the Dynamic Form that pertains to them using the students MEID and password. The form can be accessed using the following hyperlink:
  - a. [Adjunct Tuition Waiver – 3 load hours or less](#)
  - b. [Adjunct Tuition Waiver – More than 3 load hours](#)
2. The form will autofill the **EMPLOYEE INFORMATION**, except for Today's Date and the Daytime Phone.



**MARICOPA**  
COMMUNITY COLLEGES

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**Maricopa County Community College District (MCCCD)**  
**Adjunct/Service Faculty Tuition Waiver Request**  
**(3 load hours or less per semester)**

**Instructions to Employees:** You must complete a separate form for each college that you plan to attend. Please keep a copy for your records. Tuition waiver requests will only be honored through the semester in which the class ends. Failure to submit proper forms can result in the assessment of applicable tuition charges. To avoid any delays in your registration, follow the instructions at the end of this form to pay for any fees you owe in addition to the credit hour cost. **Incomplete and/or older forms will not be processed.**

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**EMPLOYEE INFORMATION**

Today's Date	<input type="text" value="10/06/2023"/>	Employee ID	<input type="text"/>
Student ID	<input type="text"/>	Last Name	<input type="text"/>
First Name	<input type="text"/>	Daytime Phone	<input type="text" value="623-935-8888"/>
Maricopa Email	<input type="text"/>		

3. The employee will continue to the **Supervisor Information**. This information is prefilled but you are able to edit this information in the event your Supervisors is on leave and have a interim supervisor.

**SUPERVISOR INFORMATION**

Employee ID	<input type="text"/>	Supervisor Title	<input type="text"/>
Supervisor Name	<input type="text"/>	Daytime Phone	<input type="text"/>
Maricopa Email	<input type="text"/>		



4. The employee will continue to the **COLLEGE AND COURSE INFORMATION:**
  - a. Enter the course Prefix, Class Number, Days, Times and Credit Hours. (If the class is online, enter online).
  - b. The form will provide one line requesting the course information and will generate a new row after the second course prefix has been entered.

**COLLEGE AND COURSE INFORMATION**

College \*-- Choose --  Term \*-- Please Select --

Prefix & Number (ex. ENG101)	Class Number (Ex: 20213)	Days (ex. MW or TTh)	Times (ex. 8am - 9:30am)	Credit Hours (ex. 3 or 4 credits)
*AES203	*12345	*MW	*12:00am-1pm	*2.00
*AIT00	*12346	*Online	*Online	*1.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. The employee will complete the **Adjunct's Statement of Certification, Understanding and Agreement** portion of the request:
  - a. Reviews and agrees to terms and conditions

**Adjunct's Statement of Certification, Understanding, and Agreement**  
(Check that you have read and understood each statement)

**Description Benefit:** Adjunct Faculty assignments that entail 0.50 to 3.0 load hours worked per semester or Adjunct Service Faculty who work an average of 1 to 6 hours per week a semester, would be eligible for 3 credit hours of tuition waiver benefit per semester.

**I certify that I am Adjunct Faculty whose assignment is 0.50 to 3.0 load hours worked per semester OR Adjunct Service Faculty who work an average of 1 to 6 hours per week a semester, within this current fiscal year (July 1–June 30). I understand and agree that:**

- \*  I am eligible for a tuition waiver for up to three (3) credit hours during the semester in which I am employed; though I may elect to defer use of the waiver during a term that follows my teaching, but that is still within the same fiscal year as my assignment. My assignment must appear in the SIS system at the point of waiver submission.
- \*  No more than three (3) credit hours may be deferred within a given fiscal year meaning that unused hours cannot be accumulated above three (3) credit hours
- \*  I am responsible for the credit hour cost of tuition when enrolling in more than 3 credit hours.
- \*  Acceptance of this request by the College Student Business Service Offices does not imply that it has been approved. **Approval is subject to eligibility verification.** If it is determined that I am not eligible for a waiver, I understand that I am responsible for paying the full student cost of any courses that I am enrolled in as of the drop/add period for the course(s). Eligibility may not be verified by the end of the drop/add period.
- \*  The number of withdrawals for the same course number (i.e., ECN211) is limited to two (2). Upon the third attempt, I may not use a tuition waiver to register for any course where I have previously received two W, Y, Z or F grades and I must pay applicable course costs. The intent of this limitation is to address the potential (or possible) misuse of public funds for any activity indicating a pattern of non-participation, non-attendance and non-completion (e.g., multiple withdrawals or "Z" grades--see Enrollment Irregularities below).
- \*  The waiver for the above-listed class(es) is for **in-county** credit-hour costs only (does not include out-of-county, out-of-state, distance learning, or other surcharges); waiver for no other fee is expressed or implied by the acceptance of this request.
- \*  Credit by examination or evaluation is not eligible for waiver. Courses that began near the end of the fiscal year (June 30th) are not eligible for waiver deferral. The intent is for a course to begin and end within the same fiscal year.
- \*  If you add or change classes at a later date within the same semester and college, you understand and agree to comply with the eligibility requirements.
- \*  **If the section/assignment (listed below) that I am scheduled to perform is canceled, the waiver will become invalid and I am responsible for paying the full student costs of any classes I take. I understand that I must make immediate payment to the College Cashier. Failure to do so will result in a debt enrollment hold being placed on my account; and impact my eligibility for future waiver usage.**



6. Employee completes the portion related to your **assignment**:
  - a. Enter the dates of your assignment
  - b. Update the location in the drop down menu
  - c. Enter the Term, course start date, course prefix, class number you are instructing. The form will provide one line requesting the course information and will generate a new row after the second course prefix has been entered.
  - d. Reviews and agrees to terms and conditions
  - e. Complete the electronic signature and submit the request.

**My assignment term is/was from:**  
 From \*08/18/2023 To \*12/15/2023

**List location, term/start date, course #, and section # of each course you are teaching or have taught in the fiscal year:**  
 Location \*Estrella Mountain Community

Term	Start Date	Prefix and Number (Ex. ENG101)	Class Number (Ex. 12345)
*Fall 2023	*08/21/2023	*EDU221	*3
Fall 2023	mm/dd/yyyy	*	*

\* **In compliance with the Enrollment Irregularities Administrative Regulation, I will submit the "Annual Acknowledgement and Disclosures" which can be found in the Employee Learn Center. I understand that at the point of registration and in compliance with state statute, I shall also submit appropriate citizenship documentation to the Admissions and Records/Enrollment Services Office at the college in which I am enrolling.**

\* **I understand and agree that: Not meeting Standards for Satisfactory Academic Progress may change my waiver status to ineligible. Attendance in courses will be at my own cost. Appeals for reconsideration must be submitted to the Office of Public Stewardship.**

(click to sign)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Form Revised 06/27/2023

Submit Form

7. After the form has been submitted. The notice will appear and the same notice will be sent to the employees Maricopa email.

Thank you for submitting your Tuition Waiver.

- Please allow 5-7 business days for processing
- If you need to pay your registration and class fees go to your [Student Center](#) to make payment.

If you have any questions or concerns please contact the Student Business Services Office at 480-731-8800, and select the campus you plan to attend.

Thank you,

Maricopa Community Colleges

[View Form PDF](#)

If you need a copy of this form, please view and print or save this form now. This form contains confidential fields which you may not be able to view once it has been processed.



- a. Payment will need to be made for the registration and class fees prior to the request being processed. Out of state fees are not covered by the Tuition Waiver.

**Ways to Pay:**

- Online through the Student's Student Center with a credit card or e-check at <https://www.maricopa.edu/students>
  - Over the phone with a credit card to 623.935.8888 opt. 2
  - In-person at Student Business Services located in Komatke Enrollment Center
8. After the Adjunct Faculty has completed their portion of Tuition Waiver the request is sent to Student Business Services at the campus selected on the waiver.
    - a. If additional signatures are required the form will be routed to your Supervisors and Campus President or Designee/Vice Chancellor if unavailable. Once additional signatures are obtained the form is then routed to Student Business Services.

**Student Business Services Portion**

- Student Business Services will receive an email that an Adjunct Tuition Waiver needs to be reviewed. A associate will review the form and ensure that the following:
  - a. The employee completed the correct form
  - b. The employee is enrolled in the classes listed on the Tuition Waiver request
  - c. The required course information is entered on the form.
  - d. The registration and course fees if any are paid.
  - e. Additional signatures are completed if necessary.
- Student Business services applies the waiver to cover the course(s) if the form was completed correctly, enrollment matches the request and payment has been submitted. The account will display a zero balance at the campus related to the request.
- If the request is missing one or any of the items for review the form is returned and the employee is notified to their Maricopa email with the reason(s) the



request could not be completed and directing the student to resubmit the Employee Waiver with the proper information.

- After the Refund Deadline has passed the Manager of Students Business Services will review and provide final approval of the waiver.

**For any questions regarding tuition waivers, please contact:**

**Student Business Services**

Phone: 623-935-8888, option 2

Email: [sbs@estrellamountain.edu](mailto:sbs@estrellamountain.edu)

**For issues related to viewing and signing the submitted waiver online, please contact:**

**Holly Rouse**

Email: [holly.rouse@domail.maricopa.edu](mailto:holly.rouse@domail.maricopa.edu)