

NORTH COUNTRY COMMUNITY COLLEGE EMPLOYEE TUITION WAIVER

Current NCCC contracts allow employee tuition waiver credits. Please refer to specific Collective Bargaining Agreement, if applicable, for eligibility and further details.

**YOU ARE REQUIRED TO SHOW PROOF OF RELATIONSHIP TO THE EMPLOYEE.
COURSE MATERIAL(S) AND FEES NOT INCLUDED AND ARE THE RESPONSIBILITY OF THE STUDENT/EMPLOYEE.
CERTIFICATION IS REQUIRED ONCE AN ACADEMIC YEAR.**

STUDENT CERTIFICATION

Student Name:	<input style="width: 100%;" type="text"/>		
Relation to Employee:	<input style="width: 100%;" type="text"/>		
Student ID Number:	<input style="width: 100%;" type="text"/>		
Campus: <i>(Please circle)</i>	Saranac Lake	Malone	Ticonderoga
Academic Year:	<input style="width: 150px;" type="text"/>	# of Credits	<input style="width: 100px;" type="text"/>

EMPLOYEE CERTIFICATION

Employee Name:	<input style="width: 100%;" type="text"/>		
	<p>*** If the student receiving the tuition waiver is other than the employee, their spouse, or dependent child (and there are other beneficiaries as defined by the respective collective bargaining agreements), it is likely that the waiver will result in taxable income for the calendar year in which the benefit was received. Please consult your tax advisor as to whether the employee or the benefit recipient will bear this tax burden. Taxable Benefits/Compensation will be reported per Internal Revenue Service regulations.</p>		
Employee Department:	<input style="width: 100%;" type="text"/>		
Cost Center:	<input style="width: 100%;" type="text"/>		
Employee Supervisor:	<input style="width: 100%;" type="text"/>		
Bargaining Unit / Relationship:	<u>CSEA</u>	<u>NCCCAP</u>	<u>MANAGEMENT CONFIDENTIAL</u>
<i>(Please circle)</i>	Full-time / Part-Time Employee Retiree Spouse / Domestic Partner Children & Grandchildren	Full-time Employee Retiree Spouse / Domestic Partner Children & Grandchildren	Full-time Employees Spouse / Domestic Partner Children

This is to certify that the information submitted on this application is complete and accurate. I hereby attest that the above named student is a defined family member allowable per Collective Bargaining Agreement, if applicable. False reporting may be cause for disciplinary action.

Student Signature:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Employee Signature:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Supervisor Signature:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

EMPLOYER CERTIFICATION

This is to certify that the above individual has provided proof of relationship to Human Resources and is eligible to receive an employee tuition waiver pursuant to a collective bargaining agreement, if applicable.

<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Signature (Human Resources Department)	Date