

Fee Waiver Request Form

IMPORTANT: Due to the processing time required in multiple areas of the College, if the Fee Waiver Request Form is submitted after the applicable semester deadline, please be advised that your classes may be dropped for non-payment. In addition, if you incur any charges or fees due to re-registration, then you will be responsible for those fees/charges..

Request Type	Term	Year	Employment Status	Full-time	ACF
<small>(Complete one Fee Waiver Request form per student)</small>				Part-time	Adjunct
					Emeritus Retiree
Employee Name		Cougar ID		Email	
Spouse/Dependent Name			Spouse/Dependent Cougar ID		
Relationship to Employee			College Credit Plus (CCP)	YES	NO
			<small>(Only list courses eligible for the fee waiver after CCP monies are used)</small>		

COURSE INFORMATION

- **Must be completed for ALL APPLICANTS ENROLLED - EMPLOYEE OR SPOUSE/DEPENDENT**
- **Fee Waivers cannot be used to retake courses previously paid for with the fee waiver including courses that were failed.**

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**** The fee waiver excludes non-credit courses and auditing courses.**

By signing below, I understand, accept and acknowledge the following:

- If this form is submitted after the deadline, and I incur charges or penalties due to re-registration, I will be responsible for those charges.
- If I drop a course, I must submit a new form within 3 business days of dropping the course and select **DROP** for request type. **(Applies to all employees)**
- If I make schedule changes excluding dropping courses, I must complete a **REVISED** fee waiver request within 3 business days. **(Applies to Part-Time employees and Adjuncts)**
- If a course is dropped after the 100% refund period and a balance is due to the College, the employee/spouse/dependent is responsible for paying the outstanding balance.
- Fee waivers cannot be used to retake courses previously paid for with the fee waiver including courses that were failed.
- I am responsible for any Instant Access fees aka E-Book fees because they are not covered by the fee waiver.
- The fee waiver funds will not pay the outstanding balance due for the term any sooner than 10 days prior to the start of the semester.
- The fee waiver amount used to cover tuition and fees will be used in the calculation of eligibility for federal student aid, if I have applied.
- Any amount of tuition waived cannot be claimed on any IRS income tax return since I am not paying the approved amount.
- I have read [Columbus State Community College Procedure No. 3-08 Fringe Benefits, Section 1. Fee Waiver](#) and I understand my eligibility criteria.

Employee Signature	Date	Dependent/Spouse Signature
Supervisor Name	Supervisor Signature	Date
<small>(Please Print)</small>		
		Dependent/Spouse Signature
		Date

Please email completed form to feewaiver@csc.edu