## HRD TUITION AND FEE WAIVER – VERIFICATION STATEMENT

The State Board of Community Colleges grants permission to waive tuition and fees for enrollment in classes coded in the Master Course List/Combined Course Library (MCL/CCL) as Human Resource Development if the individual meets one of four criteria listed below. To receive this waiver, an individual must verify that he/she meets at least one of the criteria by completing and signing this form.

I qualify for a tuition and fee waiver under the following criteria:

- I am currently unemployed.
- I have received notification of pending layoff.
- I am working and eligible for the Federal Earned Income Tax Credit.
- I am working and earn wages at or below 200% of the federal poverty guidelines.

## TUITON REFUND POLICY

Refunds are allowed under the following circumstances:

- A student who officially withdraws, in writing, from an occupational extension class prior to the first class meeting or if a class is cancelled shall be eligible for a 100% refund.
- After class begins, 75% shall be refunded at the request of the student if the student officially withdraws, in writing, from the class prior to or at the 10% point of the scheduled hours of the class. Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.
- For contact hour classes, students must withdraw, in writing, within 10 calendar days.
- Registration fees for self-supporting classes are non-refundable once the class begins.