

ARIZONA WESTERN COLLEGE REGISTRATION EMPLOYEE GRANT FORM

Student's Name: _____ Student/Employee ID#: _____

Student is: Full-time retiree District Governing Board member Full-time staff or faculty
 Adjunct faculty Part-time employee Dependent*

Employee's Name (if student is **Dependent**): _____

Student is attending: Fall: 20 _____ Winter/Spring: 20 _____ Summer: 20 _____

Nine Digit Section No.	Course Title	Class Meets						Time Begin	Time End	Cred Hrs	Check if	
		M	T	W	T	F	S				Drop	Add
								A P	A P			
								A P	A P			
								A P	A P			
								A P	A P			
								A P	A P			
								A P	A P			
Total Credit Hours:												

The student listed above is eligible for a Tuition Grant as such as a full-time employee, retiree, District Governing Board member or qualifying dependent, **OR** for Tuition of up to four (4) credit hours as a part-time employee or adjunct faculty. Mandatory courses required by the College to enable the faculty member to teach are not included in the four (4) credit maximum. If employee is terminated, the Employee Grant will be revoked if less than 50% of the semester is complete (refer to Procedure 465.1).

Process: The employee/District Governing Board member/dependent will complete a Registration Employee Grant form for courses that shall be covered under the grant, obtain signature from Human Resources, and:

- **For Full-time:** signature from the immediate supervisor (only if taking courses during regular work hours).
- **For Part-time and Adjunct faculty:** signature from the immediate supervisor.
- ***For Dependent:** signature from the full-time employee or District Governing Board member along with the page of the tax return, for applicable year, showing status of dependency (dependent on AWC insurance of employee also proves dependency).

Registrants: On the same day of registration, the employee or dependent shall submit all required forms to the HR Department. **All part-time employees and adjunct faculty must then submit the signed form to the cashier** in lieu of payment for tuition. All are required to pay any charges not covered under the grant at the time of registration.

Note: • A dependent is a spouse, son, daughter or other person who qualifies as a dependent under IRS Regulations.
• This Grant does **NOT** cover any fees, including program/course, distance education and transportation fees.

AWC Employee Signature	Date	Dependent Signature (if Applicable)	Date
Supervisor Signature	Human Resources Signature		