

# FREQUENTLY ASKED QUESTIONS

## ENROLLMENT FEE WAIVER FOR EMPLOYEES AND THEIR ELIGIBLE DEPENDENTS

### **WHAT ARE MY FIRST STEPS?**

**Step 1:** Complete an online application for admission to Ohlone College, and follow the steps to enroll by going to Admissions and Records page, and clicking on the How to Enroll link.

Once accepted...

**Step 2:** Complete the Enrollment Fee Waiver form, found on the HR page under Employee Enrollment Fee Waiver Program and submit to HR, and wait for approval email. Once approved...

**Step 3:** Register for classes!

### **CAN I COMPLETE THE ENROLLMENT FEE WAIVER FORM ON-LINE AND SUBMIT TO HUMAN RESOURCES?**

No, we cannot use an online submission for the fee waiver form. Additional documentation may be required in order for HR to approve the fee waiver if enrolling a dependent.

### **I AM ENROLLING MYSELF IN THE PROGRAM, DO I NEED TO PROVIDE ADDITIONAL INFORMATION WITH THE ENROLLMENT FEE WAIVER FORM?**

If you are a part-time or full-time employee at Ohlone, no further documentation is needed for verification. You can download the form from our website, complete and scan to [dpanales@ohlone.edu](mailto:dpanales@ohlone.edu). Please note, you first must have applied and been accepted for admission to Ohlone College in order to participate in the Enrollment Fee Waiver Program.

### **DO I NEED TO COMPLETE A NEW ENROLLMENT FEE WAIVER FORM EACH SEMESTER?**

Yes, you will need to complete a new form each semester.

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