

ENROLLMENT FEE WAIVER PROGRAM GUIDELINES

Philosophy

The enrollment fee waiver program is provided for all eligible employees and their eligible family members. The program is designed to offset the cost of college tuition and to encourage employees and their eligible family members to pursue their education goals at Ohlone College. The program allows for a lifetime maximum of 70 (seventy) credit units per eligible participant. The number of units will be pro-rated based on the employee's FTE, but the amount of the Fee Waiver shall not be pro-rated.

Eligibility

All permanent full-time and part-time employees (including adjunct instructors) are eligible to participate in the Enrollment Fee Waiver Program. **Part-time employees must be working during the semester in which they will be enrolled.**

Family members' eligibility for the Enrollment Fee Waiver Program shall follow the same definition as set forth as eligibility for the district's medical program. Examples of eligible family members: spouse, domestic partner, child (until age 26), step-child (until age 26), economically dependent child (until age 26) and disabled dependent child meeting the conditions as set forth by the district's medical program. Your dependent does not need to be enrolled in Ohlone's benefit program in order to be eligible, however, **additional documentation may be required to verify dependents.**

Eligible Enrollment Fee is the per unit fee for credit classes only. The program **will not** waive any other fees associated with enrollment, such as the Health, Student Activities, Student representation, Student Identification or course material fees, which are the sole responsibility of employee/dependent.

An Eligibility form must be submitted to the Human Resources Department prior to enrollment **each semester** (Fall, Spring & Summer)

Definitions

California residency requirements will be waived for eligible family members of district employees.

Procedures

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!