NORTH COUNTRY COMMUNITY COLLEGE EMPLOYEE TUITION WAIVER

Current NCCC contracts allow employee tuition waiver credits. Please refer to specific Collective Bargaining Agreement, if applicable, for eligibility and further details.

YOU ARE REQUIRED TO SHOW PROOF OF RELATIONSHIP TO THE EMPLOYER.

Valid for 1 academic year.

STUDENT CERTIFICATION

Student Name:

Relation to Employee:

Student ID Number:

Campus: (*Please circle*) Saranac Lake Malone Ticonderoga

Semester/Year: # of Credits

EMPLOYEE CERTIFICATION

Employee Name:

*** If the student receiving the tuition waiver is other than the employee, their spouse, or dependent child (and there are other beneficiaries as defined by the respective collective bargaining agreements), it is likely that the waiver will result in taxable income for the calendar year in which the benefit was received. Please consult your tax advisor as to whether the employee or the benefit recipient will bear this tax burden. **Taxable Benefits/Compensation will be reported per Internal Revenue Service regulations.**

Employee Department:

Cost Center:

Employee Supervisor:

BARGAINING UNIT: (*Please circle*)	**CSEA**	**NCCCAP**	**MANAGEMENT CONFIDENTIAL**
Defined Family Members	Full time/Part time Employees	Full time Employees & Retirees	Full time Employees
	Spouse & Domestic Partners	Spouse & Domestic Partners	Dependents
	Children	Children & Grandchildren	

This is to certify that the information submitted on this application is complete and accurate. I hereby attest that the above named student is a defined family member allowable per Collective Bargaining Agreement, if applicable. False reporting may be cause for disciplinary action.

Student Signature: Date

Employee Signature: Date

Supervisor Signature: Date

EMPLOYER CERTIFICATION

This is to certify that the above individual has provided proof of relationship to Human Resources and is eligible to receive an employee tuition waiver pursuant to a collective bargaining agreement, if applicable.

Signature (Human Resources Department) Date