FEE WAIVER POLICY

The following policy will be followed by all campus programs for the purpose of granting fee waivers. Conditions for awarding fee waivers are as follows:

General Conditions

1. Fee Waivers apply to tuition only and on space available – first come first served.
2. All students must pay for books, activity fees, lab/supply fees, and an administrative fee of $15.00
3. All materials/supplies needed to complete a "personal project" will be furnished by the student.
4. Courses must meet the **minimum enrollment** of paid students before a fee waiver will be granted.
5. ***FEE WAIVER DOES NOT APPLY TO ONLINE TRAINING, BUS DRIVER TRAINING, TRUCK DRIVER TRAINING OR PARAPROFESSIONAL COURSES.***
6. The use of the Fee Waiver is limited to a maximum of 3 career majors or 3 short term courses.

Tuition Fee Waiver Categories

1. Senior Citizens
   a. Must be at least 62 years old and for a short term course (not over 72 hours).
   b. If short term course is over 72 hours a maximum of 72 hours at current tuition rate per semester will be granted.
   c. If enrolled in a day program, a maximum of 525 hours at current tuition rate per semester will be granted.
   d. Request form must be approved by Campus Director.
2. ICTC Employees
   a. Must be a full-time current employee
   b. Applies to immediate family only (spouse, son, daughter, step-son/daughter, son/daughter-in-law) with a maximum of 525 hours at current tuition rate per semester or 72 hours at current tuition rate per semester for short term courses over 72 hours.
   c. Request form must be signed by Campus Director.
3. Sending Schools
   a. Must be a full-time current employee, bus driver or high school student at an ICTC sending school.
   b. No tuition charge for Evening Adult classes 72 hours or less. If class is more than 72 hours a maximum of 72 hours at current tuition rate per semester will be granted.
   c. Request form must be signed by sending school administrator and Campus Director.
4. Senior Scholarship Recipient
   a. Reside in the ICTC district
   b. Eligible students may receive one tuition free program. The scholarship may be used during their junior and senior year or through the year following their high school graduation.
   c. Maximum benefit of the fee waiver is, up to 1050 hours (at current tuition rate) of training (book and fees are not included).

FEE WAIVER REQUEST FORM

CATEGORY: Senior Citizen ICTC Employee/Immediate Family Sending School Senior Scholarship

CAMPUS: Muskogee Sallisaw Stilwell Tahlequah

STUDENT NAME: _____ CAREER MAJOR: _____

EMPLOYEE NAME: _____ RELATION TO EMPLOYEE: _____

EMPLOYMENT DATE _____ CERTIFIED STAFF (YES/NO) CIRCLE ONE SUPPORT STAFF (YES/NO) CIRCLE ONE

I verify that the above named employee/student is a full-time employee/student of the _____ School District.

_____ _____
Sending School Administrator/Title (if applicable) Campus Director Signature

_____ _____
Sending School Administrator Signature Student Signature

_____ _____
Counselor Signature (if applicable) Date of Request

REVISED & EFFECTIVE – June 23, 2016