

Blue Ridge Community and Technical College

Spouse and Dependent Tuition Waiver Procedure

Blue Ridge Community and Technical College awards tuition waivers to faculty and staff employee spouse and/or dependents who are taking classes at Blue Ridge CTC.

A **dependent qualifying child** is defined by the IRS regulation 501 as:

1. The child must be your son, daughter, stepchild, foster child, adopted child, brother, sister, half-brother, half-sister, stepbrother, stepsister, or a descendant of any of them and
2. The child must be (a) under age 19 at the end of the year, (b) under age 24 at the end of the year and a full-time student, or (c) any age if permanently and totally disabled and
3. The child must have lived with the employee for more than half of the year and
4. The child must have not provided more than half of his or her own support for the year.
5. The child must not file a joint return for the year (unless that joint return is filed only to claim a refund of withheld income tax or estimated tax paid).
6. If the child meets the rules to be a qualifying child of more than one person, the employee must be the person entitled to claim the child as a qualifying child on their tax return.

A **spouse** is defined as:

- Either member of a legal marriage as defined by the state in which the union occurred.

The following are guidelines for submission of application and approval:

- Any fees (such as lab fees, etc.) associated with the registration or course(s) are not covered by the waiver.
- For those wishing to apply for financial aid, a Free Application for Federal Student Aid (FAFSA) for the current academic year should be completed.
- Grants and scholarships will be applied to students account first and the tuition waiver may need to be adjusted to not exceed the student's budget.
- Dependents are eligible to receive a waiver up to a maximum of 60 credit hours and must maintain a minimum of a 2.0 GPA and be making Satisfactory Academic Progress (SAP) for financial aid.
- Applicants will be eligible for an initial waiver based on acceptance by the college but must have a 2.0 GPA at the end of each semester.
- Tuition waivers are not applicable to career advancement courses.

Applications for tuition waivers are due by **August 1** for the fall semester, **December 1** for the spring semester, and **May 1** for summer terms. Employees requesting tuition waivers for a spouse or dependent must have been employed for a minimum of six months in a benefits-eligible position. Further information regarding eligibility of spouse/dependents may be requested by the Human Resources Office.

Applications should be sent to:

Human Resources Office
ATTN: Head of HR



Employee Spouse and Dependent Tuition Waiver Application

Name: _____ Student ID # C _____ DOB _____

Address: _____

Day Phone: _____ E-mail: _____

Number of Hours Enrolled: _____ Major: _____

Program: Associates Degree _____ Certificate _____ Non-degree

Semester Requested: Fall Spring Summer

Employee Signature _____ Date _____

For HR Use Only

Name of Employee: _____ Qualifying Relationship to Student: _____

Employee Address _____ F/T Hire Date _____

Employee Department: _____ Employee Title _____

Human Resources Approval: _____ Date _____

For Financial Aid Office Use Only

Currently Enrolled: Yes No FAFSA completed

Tuition Waiver Received Previously: Yes No Number of Credits Earned: _____

Current GPA: _____ Expected Date of Graduation: _____

Satisfactory Academic Progress : Yes No