**Blue Ridge Community and Technical College**

**Spouse and Dependent Tuition Waiver Policy**

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** is defined by the IRS regulation 501 as:

1. The child must be your son, daughter, stepchild, eligible foster 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. 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:

* All tuition waiver recipients must submit the Free Application for Federal Student Aid (FAFSA) for the current academic year. The spouse or dependent must be degree seeking or in a financial aid eligible Certificate Program.
* 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 64 credit hours and must maintain a minimum of a 2.0 GPA and be making Satisfactory Academic Progress (SAP) for financial aid. After the student earns their first Associates degree, they will no longer be eligible for the waiver.
* 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 two semesters

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

Blue Ridge Community and Technical College

13650 Apple Harvest Dr.

Martinsburg WV 25403



**Employee Spouse and Dependent**

**Tuition Waiver Application**

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| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student ID # C\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Day Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Number of Hours Enrolled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Program: Associates Degree\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Certificate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Semester Requested: Fall Spring Summer |

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| Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Human Resources Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

For Financial Aid Office Use Only

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| 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 |