



SOUTHWEST TEXAS JUNIOR COLLEGE
REQUEST FOR TUITION WAIVER
EMPLOYEE/SPOUSE AND/OR DEPENDENT

Instructions: Please complete Sections I & II below which provide information concerning the employee and the spouse/dependent for which the tuition fee waiver is to be provided. ***Supporting documentation must be provided for spouse/dependent (Marriage or birth certificate, IRS tax form, etc.) Upon completion, forward the form to the Southwest Texas Junior College Business Office at the main campus in Uvalde.

I. Employee and Spouse/Dependent Information:

Employee Name: _____ ID#: _____

Spouse/Dependent Name: _____ Relationship: [] Spouse [] Dependent
***See statement above

Dependent's Age: _____ Attending SWTJC ID #: _____

Semester: _____

II. Eligibility Certification:

I hereby certify that the above information is correct. I certify that I my spouse or dependent meet the eligibility requirements for a tuition fee discount in accordance with institutional policies. I understand that it is my responsibility to notify the Office of Human Resources of any change in my eligibility for this benefit.

Signature-Employee

Date

III. Employing Institution:

A. Business Office

Date of **Full Time** Employment: _____

Date: _____ Initials: _____

*** **This form is required each semester in order to process waiver.**

Tuition Documentation Requirements

Important reminders for all documents

DO NOT SEND ORIGINALS. Send copies only. No documents will be returned. Redact (black out) all Social Security numbers, monetary amounts and account numbers on all documents.

Federal tax return

Send only the first page of your federal tax return that shows your dependents. A state tax return will NOT be accepted in place of a federal return. Redact (black out) all Social Security numbers and monetary amounts appearing on your federal tax returns, for example, earnings listed on your 1040.

Joint ownership document

You must provide a mortgage statement, credit cards statement, bank statement, property tax statement, residential leasing agreement or similar document that lists both parties' names as co-owners. The joint ownership may be established prior to the current year; however, the statement provided must be issued within the last six months to show that joint ownership still exists.

Proof-of-marriage document

You must provide a government-issued marriage license or marriage certificate that includes the date of your marriage. Church-issued certificates will NOT be accepted.

Birth certificate

You must provide a government-issued birth certificate listing parents' names. A hospital-issued birth certificate will be accepted only for a newborn child, three months of age or younger. Some state and county clerk offices issue the short form certificate as a standard (Iowa, New Jersey, South Carolina, among others). Please get the long form that includes the parents' names. (The long-form certificate is the same kind used to get a passport.)

Requesting vital records

In some state and county clerk offices, it can take four to eight weeks for vital records to come in. Typically, though, they are delivered within 10 to 14 business days. Please order your documents as soon as possible to ensure receipt by the verification deadline.

Copying vital records

Some state and county clerk offices will not let you copy of vital records (Florida, Pennsylvania, Wisconsin, among others). In those cases, there usually is a warning on the documents that copying is not allowed. If copying is not allowed, you should ask for the non-certified record from the office. Noncertified records usually cost less than certified records.