Application For Tuition Waiver - MATC classes only
Local 212 Paraprofessional Employees
SP#2256

INSTRUCTIONS:
1. See reverse side of this form for program conditions.
2. Provide a separate form for each course.
3. Fill out and complete Part I - Applicant, Part II - Course Information, Part III – Applicant’s Signature.
4. PRIOR TO REGISTERING for course - obtain supervisor’s signature on Part IV.
5. REGISTER for the course/s via INFONLINE or thru Registration at your campus.
6. SUBMIT original approved application to Professional Development Office, Room M201.
7. SUBMIT copy to the Agency Desk support staff at your campus (Milwaukee - S222, West - 114A, South – A106, Mequon - A116)
8. At the end of the term, submit final grade report to the Professional Development Office Room M201.
9. Waiver will be for Tuition only and is contingent upon successful completion of the course.
10. Incomplete or incorrectly completed applications will be returned to the employee for correction and/or completion

PART I - APPLICANT INFORMATION:

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST</th>
<th>INITIAL</th>
<th>STREET ADDRESS</th>
<th>ZIP CODE</th>
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<tr>
<th>DEPARTMENT/DIVISION</th>
<th>PHONE EXT</th>
<th>JOB TITLE</th>
<th>COSMO ID</th>
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<tr>
<th>PART TIME EMPLOYEE</th>
<th>FULL TIME EMPLOYEE</th>
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PART II - COURSE INFORMATION:

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<tr>
<th>DEPARTMENT</th>
<th>COURSE</th>
<th>SECTION</th>
<th>START DATE</th>
<th>END DATE</th>
<th>CREDITS</th>
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PART III APPLICANT SIGNATURE:
I have read the instructions on this application and have complied with all of the requirements set forth on the reverse side.

Signature __________________________ Date __________________________

PART IV – SUPERVISOR APPROVAL:

Signature __________________________ Date __________________________

PART V – PROFESSIONAL DEVELOPMENT REVIEW:

Grade ____________ Completion Date __________________________

Tuition Waived ____________ (No further action required) Bill For Payment __________________________

Reviewed by __________________________ Date __________________________
Any paraprofessional who meets course prerequisites may enroll in any MATC program or non-program course and have all tuition waived contingent upon successful course completion as described below, if the class does not reach capacity. This waiver will not include any materials fees. If the class occurs during the employee's working day, the employee must obtain prior approval from his or her supervisor and arrange compensatory work hours.

The following are conditions for tuition waiver:

1) Courses for waiver must be MATC courses which are the 100, 200, or 300 level. Enrichment courses are not waivable. Each course must have a separate waiver form.

2) Eligibility for participation will be on a first-come, first-served basis. Date of submission of information showing that course tuition is waived will be the basis of eligibility. Submission of the tuition waiver application and payment of fees is a prior step in the tuition waiver process.

3) Waiver will be for tuition only and will be made after the successful completion of the course. Successful completion involves official documentation of the receipt of a minimum grade of C.

4) Official grade report or transcripts showing the final grade or satisfactory completion must be received by the Professional Development Division within one semester after the course ends, or full payment of tuition will be due immediately.

5) Employees who do not complete courses or who receive an unsatisfactory grade shall remit full payment immediately.

6) All course work and related homework must be done on the employee’s own time.

7) Employees who leave MATC service prior to completing waivable course work shall remit full payment of tuition immediately.

8) New employees will not be eligible for this program until they have completed six months of service.

9) Paraprofessionals will not be considered as also qualifying for tuition reimbursement under Article XVII, if this option is exercised, but will qualify for promotion as described in Article 5, section 4, (Wages – Educational Assistant). of this agreement, if prior approval is granted by his/her immediate supervisor. Supervisor approval is to be based upon whether or not the course is judged relevant to employee’s current assignment or career objectives.

10) An employee who has a course paid for by a grantor scholarship source other than MATC is not eligible for MATC’s Tuition Waiver Program.