

## **Adjunct Faculty Tuition Waiver Benefit**

Adjuncts teaching less than half time may have up to four (4) credit hours of GRCC classes waived per semester for themselves and a spouse. The spousal benefit may be used by a child/children, stepchild/stepchildren, and foster child/foster children. The four (4) credit hours may be split between more than one (1) child.

Adjuncts teaching half time or more (7.5 contact hours or 6 contact hours if teaching English Composition) in the current semester or in a semester within the previous 12 month. To receive the full benefit (Waive 12 credits and fees for employee, spouse and children, stepchildren and foster children up to age 26) the adjunct must be employed in the semester that the benefit is used or the semester when tuition is due.

All eligible employees should be using the tuition waiver form for classes at GRCC. We are unable to confirm adjunct class schedules in the PeopleSoft system until several weeks after classes start each semester. Adjuncts who have been offered and accepted classes must attach a copy of their signed Faculty Information Form (FIF) to the waiver. If waivers and verification of eligibility are submitted after the tuition due date and payment has already been made, any reimbursements will be given to the student following the normal student refund procedure. This information can be found at <http://www.grcc.edu/cashier/paymentsrefunds>.

The tuition waiver form must be completed by the employee for each dependent and for each semester, you are requesting the tuition waiver benefit. Please forward completed tuition waiver forms, along with current FIF and necessary dependent documentation to the Benefits Manager, Maria Belmares Herrera, 2nd floor Cook Administration Building on DeVos Campus or via e-mail: [mherrerabelmares@grcc.edu](mailto:mherrerabelmares@grcc.edu).