

Clovis Community College

Classified Staff Enrollment Fee Waiver Request Form

A unit member enrolling in College District Courses shall be eligible for a waiver of enrollment fees on a space availability basis, except that the unit member shall be required to reimburse the College/District if the member receives a grade of D, F, incomplete or withdrawal and the District is authorized through automatic payroll deduction to charge back any waived enrollment fees for failure to maintain a grade of C or better. (Article 18, #6 of the bargaining agreement)

This form should be used for two purposes: 1) To request a waiver of enrollment fees, and/or 2) to request a modified work schedule to attend a course during your normally scheduled work hours. Enrolling prior to the first day of class will nullify your ability to request a fee waiver. The completed form should be forwarded to the business services office for processing.

Name: _____ Dept: _____ ID #: _____

<u>Course Section #</u>	<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Campus</u>	<u>Grade</u>	<u>Waiver Requested</u>
_____	_____	_____	_____	_____	_____	{ } Yes / { } No
_____	_____	_____	_____	_____	_____	{ } Yes / { } No
_____	_____	_____	_____	_____	_____	{ } Yes / { } No
_____	_____	_____	_____	_____	_____	{ } Yes / { } No
_____	_____	_____	_____	_____	_____	{ } Yes / { } No

Employee Signature: _____ Date: _____

If you are requesting a modified work schedule please complete the following:

-Describe how the course(s) will improve your service to the District.

-List the days and hours you plan on attending the course(s) during your normal work schedule.

-List the days and hours you plan to making up work hours missed due to attending the course(s), or note reduced pay if you choose.

I certify that the employee's attendance in the above course(s) will not adversely affect the ability of our office or department to complete its duties.

Supervisor's Approval _____ Date _____

President's Approval _____ Date _____

BSO Processed _____ Date _____