

Eligibility and Limitations

MCCCD adjunct faculty members are eligible for up to six (6) credit hours of waived tuition when they have a teaching assignment (this does not include assignments to teach non-credit courses). Adjuncts may also elect to defer the use of their tuition waiver to a term that is within the same fiscal year of the assignment, but that follows their actual teaching assignment. **No more than six (6) credit hours may be deferred within a given fiscal year**, meaning that earned unused hours cannot be accumulated above six (6) credit hours. Additional items related to the implementation of processing waivers for adjuncts on a fiscal year basis include:

- Depending on the number of instructional assignments that an adjunct has within the fiscal year, it is possible for a party to utilize a waiver more than once within that fiscal year. However, regardless of the number of assignments within a fiscal period, no more than six (6) credit hours shall be deferred during the entire fiscal period.
- **Eligibility for waiver does not begin until one calendar week before the first day of classes.**
- The provision to defer use of the waiver is not retroactive, thus parties whose instructional assignments began prior to July 1 are not eligible to defer use unless that party has another instructional assignment that begins on or after the designated program start date.
- Deferred waivers may not be utilized to enroll in classes that begin during the second summer semester (Summer Session II), since this session begins after the current fiscal year and starts the next cycle of eligibility review. However, deferred waivers may be utilized to enroll in 8-week summer courses that start in Summer Session I from May-July, with the course having begun prior to the end of the fiscal year in which a party had already been determined as eligible to defer.
- The waiver benefit must be earned and used in the same fiscal year as the assignment. If the assignment overlaps fiscal years, the **majority** of the waived course activity should take place during the same fiscal year as the employment assignment. Waivers can not be applied to courses that begin at fiscal year end if the majority of the course will occur during the next fiscal year.
- Some factors that are considered when determining waiver eligibility and the use of deferrals are:
 - start and end date of assignment, and
 - start and end date of class.
- Adjunct tuition waivers are not transferable to other parties and may only be used by the employee.
- If the courses that a party is assigned to teach are canceled, the waiver will become invalid and that person is responsible for paying the full student costs of any classes taken.
- Parties that teach as a result of dual or concurrent enrollment agreements (and where the individual teacher does not have an adjunct faculty assignment with MCCCD) are not eligible to receive waived tuition.

contact us

Questions or situations that arise that are not expressly addressed here or within the **Tuition Waiver Handbook** should be directed for review and approval to:

Teresa Toney

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Maricopa Community Colleges
2411 West 14th Street
Tempe, AZ 85281-6942
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forms & tools

Waiver Request Forms

Older versions of the tuition waiver request forms, including those that feature multiple copies, should be discarded as they will not be processed. The adjunct waiver form has been revised to contain language relative to the limitations described in this brochure.

Tuition Waiver Handbook

The *Tuition Waiver Handbook* is a resource manual to address issues related to the treatment of tuition waivers and other instances (i.e., affidavits and exemptions).

The *Tuition Waiver Handbook* and all waiver request forms are available at:
www.maricopa.edu/publicstewardship/resources/tw.php

maricopa community colleges eligibility and limitations of the adjunct faculty tuition waiver

www.maricopa.edu/publicstewardship/resources/tw.php

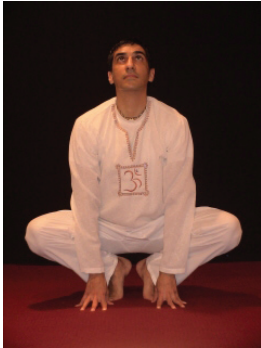


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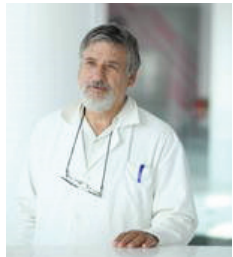
eligibility case scenarios

Canceled Assignment

Simon has an assignment to teach yoga this semester and he enrolls in (6) credits. His assignment is canceled due to low enrollment and he has already begun to use his waiver. He does not have to pay for the courses. **TRUE** or **FALSE**



Simon is responsible for the full waived costs of any courses since his eligibility status changed once his instructional assignment was canceled. He may withdraw from the courses only if the drop/add period is still open, otherwise, he must contact the College Cashiers Office and pay for the classes previously waived before the start of his instructional assignment. Failure to do so will result in a debt enrollment hold being placed on his account.



Teaching a course/deferring a course

Sam teaches biology part-time and the duration of his assignment is from August 5–December 31. Sam enrolls in EDU 250 which begins online on

August 15. Sam is eligible to receive the waiver. **TRUE** or **FALSE**

Sam's assignment began after July 1 and the course is being taken within the same fiscal year.

Sam's assignment doesn't begin until August 20 and he submits a waiver for a class that begins on August 19. Sam is still eligible to receive the waiver. **TRUE** or **FALSE**



Although Sam's assignment begins after the start date of the class, his eligibility for a tuition waiver begins one calendar week before the start of classes.

Teaching a course/taking a course/deferring a course (review number of instructional assignments)



Adrianna has worked as an adjunct faculty member for three years. During the current fiscal

year, she has an assignment for both the fall and spring semesters. Adrianna enrolls in two courses during the fall semester (6 credits), and decides to take a foreign language course (3 credits) during summer session I after she has completed her teaching assignment in the spring.

Adrianna is eligible to receive and use the waiver both in the fall and the first summer session? **TRUE** or **FALSE**

Both of Adrianna's assignments are within the fiscal year. During the fall semester, she takes courses that are within the six credit

hour limit. During the spring semester, she elects to defer the use of the waiver that is enacted with the second assignment and the use of the waiver is still within the current fiscal year.

Not teaching and taking up to six (6) credit hours

Bryan's assignment to teach began July 3 and ends on December 31. Although he will not teach during the following spring semester, he wishes to take an online course while he has more free time. Would this activity be approved? **YES** or **NO**



Both the assignment and the deferred use are within the same fiscal year.

Taught both fall/spring, taking nine (9) summer credit hours

Cathy teaches two classes during both fall and spring but does not use her eligible tuition waivers. She then enrolls in nine (9) credit hours for the summer I semester when she is not teaching.

Cathy is eligible for all nine (9) credits because she did not use her six (6) eligible hours for fall, nor the six (6) eligible hours for spring. **TRUE** or **FALSE**

Cathy can only defer a total of six (6) credit hours per fiscal year, and the total is not cumulative, so she is only eligible to receive a waiver for six (6) credit hours in summer I.