**Tuition Waiver Process**

**Who is eligible?**
All regular full-time employees, their spouses and dependent children, retirees, their spouses and dependent children and all regular part-time employees are eligible for the OCCC Tuition Waiver Program.

**What does the waiver cover?**
Regular full-time employees may receive a maximum of six (6) credit hours during fall semesters, a maximum of 6 credit hours during spring semesters and a maximum of three (3) credit hours during summer semesters during a fiscal year.

Regular part-time employees may receive a maximum of three (3) credit hours during fall semesters, a maximum of three (3) credit hours during spring semesters and a maximum of three (3) credit hours during summer semesters during a fiscal year.

Regular Full-time Employee Spouses and Dependent Children, as well as Retirees and their Spouses and Dependent Children are eligible for up to thirty (30) credit hours of tuition waivers during a fiscal year.

**How do you participate in the Tuition Waiver Program?**
Tuition waivers are not automatically applied and must be requested by the employee or retiree.

To participate in the Tuition Waiver Program you will need to complete a Tuition Waiver Request before each semester. The [Tuition Waiver Request Form](#) can be found under HR Forms on the employee website and employee portal or you may request a form from the Human Resources department.

Complete the form and return to Human Resources prior to classes beginning.

Once the waiver has been approved, you will be notified by email that the waiver has been applied and that enrollment can now be completed through regular enrollment. If enrollment occurred before the waiver was applied, a rebilling will need to be completed through the Bursar’s office.

For more information on Tuition Waivers, visit [Policy 2302](#) of the Oklahoma City Community College Policies and Procedures.