

# HRD Tuition and Fee Waiver Verification Form



**Student Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address (Unit/Apt.#):** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

*Highlighted areas must be completed*

| HRD Student Profile   | Response                   | Comments   | Response |          |                         |            |          |                                  |          |   |          |   |          |             |                            |   |          |   |          |   |          |   |          |   |          |   |          |   |          |   |          |  |  |
|---|----------------------------|--|----------|----------|-------------------------|------------|----------|----------------------------------|----------|---|----------|---|----------|-------------|----------------------------|---|----------|---|----------|---|----------|---|----------|---|----------|---|----------|---|----------|---|----------|--|--|
| <p><b>What is your current employment status?</b><br/>                     1= Unemployed<br/>                     2= Employed- Part Time<br/>                     3= Employed- Full Time<br/>                     4= Pending Layoff</p>   | _____                      | <p>Answer the question below <b>only if</b> you are qualifying for the fee waiver under the criteria "<b>is working and eligible for the Federal Earned Income Tax Credit</b>" or "<b>Below 200% of Federal Poverty Guidelines</b>".<br/> <b>Please indicate the number of dependents living in your household.</b></p>  | _____    |          |                         |            |          |                                  |          |   |          |   |          |             |                            |   |          |   |          |   |          |   |          |   |          |   |          |   |          |   |          |  |  |
| <p>PLEASE COMPLETE THIS FORMULA IF YOU ARE EMPLOYED AND UNSURE IF YOU ARE CONSIDERED UNDEREMPLOYED: FEE WAIVER GUIDELINES</p> <p>To determine underemployment eligibility: Rate of pay (x) Hours per week (x) 52 weeks + Estimated Annual Income.<br/>                     Compare this amount with the income charts applicable to FEITC or FPG.</p> <p>\$ _____ x _____ x 52 = \$ _____<br/>                     Hrly. Pay Rate      Hrs./Week      =      Est. Annual Income</p>   | \$ _____                   | <p><b>2021 HRD Tuition and Fee Waiver Guidelines</b><br/> <b>Federal Earned Income Tax Credit</b><br/> <b>SOURCE:</b> Retrieved January 26, 2021 from Internal Revenue Service Webpage<br/> <a href="http://www.irs.gov/Individuals/Preview--EITC-Income-Limits">http://www.irs.gov/Individuals/Preview--EITC-Income-Limits</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Criteria</th> <th style="width: 40%;">Earned Income Threshold</th> </tr> </thead> <tbody> <tr> <td>Individual</td> <td style="text-align: right;">\$15,980</td> </tr> <tr> <td>Worker with one qualifying child</td> <td style="text-align: right;">\$42,158</td> </tr> <tr> <td>Worker with two or more qualifying children</td> <td style="text-align: right;">\$47,915</td> </tr> <tr> <td>Worker with three or more qualifying children</td> <td style="text-align: right;">\$51,464</td> </tr> </tbody> </table> <p style="text-align: center;"><b>Below 200% of the Federal Poverty Guidelines</b><br/> <b>SOURCE:</b><br/> <a href="https://aspe.hhs.gov/poverty-guidelines">https://aspe.hhs.gov/poverty-guidelines</a><br/>                     (Actual Guidelines on Federal Register listed at 100%)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Family Unit</th> <th style="width: 40%;">200% of Poverty Guidelines</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td style="text-align: right;">\$25,760</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: right;">\$34,840</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: right;">\$43,920</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: right;">\$53,000</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: right;">\$62,080</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: right;">\$71,160</td></tr> <tr><td style="text-align: center;">7</td><td style="text-align: right;">\$80,240</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: right;">\$89,320</td></tr> <tr> <td colspan="2" style="text-align: center;"><i>For each additional person, add \$8,960</i></td> </tr> </tbody> </table> |          | Criteria | Earned Income Threshold | Individual | \$15,980 | Worker with one qualifying child | \$42,158 | Worker with two or more qualifying children | \$47,915 | Worker with three or more qualifying children | \$51,464 | Family Unit | 200% of Poverty Guidelines | 1 | \$25,760 | 2 | \$34,840 | 3 | \$43,920 | 4 | \$53,000 | 5 | \$62,080 | 6 | \$71,160 | 7 | \$80,240 | 8 | \$89,320 | <i>For each additional person, add \$8,960</i> |  |
| Criteria  | Earned Income Threshold    |  |          |          |                         |            |          |                                  |          |   |          |   |          |             |                            |   |          |   |          |   |          |   |          |   |          |   |          |   |          |   |          |  |  |
| Individual  | \$15,980                   |  |          |          |                         |            |          |                                  |          |   |          |   |          |             |                            |   |          |   |          |   |          |   |          |   |          |   |          |   |          |   |          |  |  |
| Worker with one qualifying child  | \$42,158                   |  |          |          |                         |            |          |                                  |          |   |          |   |          |             |                            |   |          |   |          |   |          |   |          |   |          |   |          |   |          |   |          |  |  |
| Worker with two or more qualifying children   | \$47,915                   |  |          |          |                         |            |          |                                  |          |   |          |   |          |             |                            |   |          |   |          |   |          |   |          |   |          |   |          |   |          |   |          |  |  |
| Worker with three or more qualifying children   | \$51,464                   |  |          |          |                         |            |          |                                  |          |   |          |   |          |             |                            |   |          |   |          |   |          |   |          |   |          |   |          |   |          |   |          |  |  |
| Family Unit   | 200% of Poverty Guidelines |  |          |          |                         |            |          |                                  |          |   |          |   |          |             |                            |   |          |   |          |   |          |   |          |   |          |   |          |   |          |   |          |  |  |
| 1   | \$25,760                   |  |          |          |                         |            |          |                                  |          |   |          |   |          |             |                            |   |          |   |          |   |          |   |          |   |          |   |          |   |          |   |          |  |  |
| 2   | \$34,840                   |  |          |          |                         |            |          |                                  |          |   |          |   |          |             |                            |   |          |   |          |   |          |   |          |   |          |   |          |   |          |   |          |  |  |
| 3   | \$43,920                   |  |          |          |                         |            |          |                                  |          |   |          |   |          |             |                            |   |          |   |          |   |          |   |          |   |          |   |          |   |          |   |          |  |  |
| 4   | \$53,000                   |  |          |          |                         |            |          |                                  |          |   |          |   |          |             |                            |   |          |   |          |   |          |   |          |   |          |   |          |   |          |   |          |  |  |
| 5   | \$62,080                   |  |          |          |                         |            |          |                                  |          |   |          |   |          |             |                            |   |          |   |          |   |          |   |          |   |          |   |          |   |          |   |          |  |  |
| 6   | \$71,160                   |  |          |          |                         |            |          |                                  |          |   |          |   |          |             |                            |   |          |   |          |   |          |   |          |   |          |   |          |   |          |   |          |  |  |
| 7   | \$80,240                   |  |          |          |                         |            |          |                                  |          |   |          |   |          |             |                            |   |          |   |          |   |          |   |          |   |          |   |          |   |          |   |          |  |  |
| 8   | \$89,320                   |  |          |          |                         |            |          |                                  |          |   |          |   |          |             |                            |   |          |   |          |   |          |   |          |   |          |   |          |   |          |   |          |  |  |
| <i>For each additional person, add \$8,960</i>  |                            |  |          |          |                         |            |          |                                  |          |   |          |   |          |             |                            |   |          |   |          |   |          |   |          |   |          |   |          |   |          |   |          |  |  |
| <p style="text-align: center;"><b>Tuition and Fee Waiver – Verification Statement</b></p> <p>The State Board of Community Colleges grants permission to waive tuition and fees for enrollment in classes coded in the Master Course List as Human Resources Development if the individual meets one of four criteria listed below. To receive this waiver, an individual must verify that he or she meets at least one of the criteria by completing and signing this form. Individuals not signing this form must pay the applicable fee to register for a Continuing Education course.</p> <p>I qualify for a tuition and fee waiver under the following criteria:</p> <p>____1=I am currently unemployed.<br/>                     ____2=I have received notification of a pending layoff.<br/>                     ____3=I am working and eligible for the Federal Earned Income Tax Credit (FEITC).<br/>                     ____4=I am working and earn wages at or below two hundred percent (200%) of the federal poverty guidelines (FPG).</p> |                            |  |          |          |                         |            |          |                                  |          |   |          |   |          |             |                            |   |          |   |          |   |          |   |          |   |          |   |          |   |          |   |          |  |  |

*For Office Use Only*

|                                  |
|----------------------------------|
| <b>HRD Course:</b>               |
| <b>Course Term:</b>              |
| <b>Contract Number:</b>          |
| <b>Start/End Date of Course:</b> |
| <b>Registration Fee:</b>         |

**I hereby verify that all the information given by me as written on this HRD Tuition and Fee Waiver Verification Form is complete and accurate to the best of my knowledge.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_