



JAMESTOWN COMMUNITY COLLEGE
Jamestown, NY 14701
Certification for Tuition Waiver – College Connections Instructor

College Connections instructors are eligible to earn tuition waivers to take credit-bearing courses at JCC.

- Instructors shall earn waivers for the number of credit hours equivalent to the credit hours that they teach.
- Waivers will be awarded once the course the instructor is teaching is complete and must be used within five (5) years from the time the waivers are earned.
- Waivers cover only the student portion of tuition and do not cover fees or books.
- College Connections instructor waivers can be used only by the instructor and are non-transferable to other individuals.
- Instructors using a waiver to take a course will be required to log into their Banner account and accept the college's Financial Responsibility Agreement (FRA).

A waiver may be granted without any credit hours banked if the instructor is required to take a JCC on-campus course to be approved to teach a College Connections course. This waiver form must be reviewed and approved by the faculty liaison and academic division dean.

To use the tuition waiver, follow these steps:

1. Register for the course(s) you wish to take at the JCC Registrar's Office (Hamilton Collegiate Center in Jamestown, College Center in Olean, or at the North County Center in Dunkirk.)
2. Fill out the tuition waiver form (on reverse).
3. After you sign this form, you will be prompted to enter an email to confirm your signature. The form will not be received until you confirm your signature. If you did not get an email to confirm your signature, please check your spam/junk folder. Also note that some school emails block automated emails from AdobeSign. If this happens, you will need to resubmit the tuition waiver and use a different email account to confirm your signature.
4. Log into Banner, view your bill, and pay for only the fees. For directions on how to view and pay your bill, visit www.sunyjcc.edu/support/financial-aid-billing/bill
5. If you live in New York but are not a resident of Chautauqua or Cattaraugus County, complete a NYS Certificate of Residence (COR) form. Instructions can be found at www.sunyjcc.edu/COR.



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Jamestown, NY 14701

Certification for Tuition Waiver – College Connections Instructor

I certify that I am eligible for a tuition waiver as an instructor through the College Connections program. I understand this waiver may be used only by me to take credit-bearing coursework through Jamestown Community College.

Name:		
Date of Birth: (mm/dd/yyyy)	Academic Year:	Semester:
J-number or Social Security #:	High school where you currently teach:	

Signature _____ Date _____

Signature of Director of High School Partnerships _____ Date _____

For new instructors taking a course to be certified to teach for College Connections, both the faculty liaison for the course and the academic division dean must sign off on the waiver.

Signature of Faculty Liaison _____ Date _____

Signature of Dean _____ Date _____

SUBMIT COMPLETED WAIVER FORMS TO THE HIGH SCHOOL PARTNERSHIPS OFFICE.

For JCC Use Only:

Registered for: _____ <input type="checkbox"/> Credit _____ <input type="checkbox"/> Contact Hours = _____ Credit Hours	
Current Banked Hours:	Banked Hours Remaining:
Approved by:	Date: (mm/dd/yy)

For Business Office Use Only:

Business Office:	Date: (mm/dd/yy)
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