JAMESTOWN COMMUNITY COLLEGE
Jamestown, NY 14701
Certification for Self/Spouse/Dependent Tuition Waiver

I certify that the person named below is eligible for a self/spouse/dependent tuition waiver. (For your child to be eligible for dependent status, you must be able to claim him/her as a dependent for federal tax purposes.)

Name of Employee:			
Are you:	☐ Part-time ☐ Full-time	☐ Faculty ☐ Staff ☐ Retiree	
Name of Student:		Relationship to Employee:	
Date of Birth of Student:		Academic Year	Semester:
J-number or Social Security #:		Campus Location: ☐ Jamestown ☐ Olean ☐ Dunkirk ☐ Warren	

To qualify as your dependent, a child must meet all five (5) tests.

1. **Relationship test** – the person must be either your relative or have lived in your home all year as a member of your household. If the person is not your relative, the relationship must not violate local law.
2. **Joint return test** –If your child is married, he or she cannot file a joint return unless the return is filed only as a claim for refund and no tax liability would exist for either spouse if they had filed separate returns.
3. **Citizen or resident test** – the person must be a U.S. citizen or resident alien, or a resident of Canada or Mexico. There is an exception for certain adopted children.
4. **Income test** – the person's gross income must be less than $3,300. But your child's gross income can be $3,300 or more if he or she was either (a) under age 19 at the end of the year, or (b) under age 24 at the end of the year and a student.
5. **Support test** – you must have provided over half of the person's total support in the previous year. But there are two exceptions to this test: one for children of divorced or separated parents and one for persons supported by two or more taxpayers.

If I am applying for a tuition waiver for a dependent or spouse, my signature attests that they meet the criteria as noted above. **NOTE:** Part-time credit and non-credit teaching staff cannot use their waiver credit until the course they are teaching has been completed.

JCC policy requires any full-time credit student (12+ hours per semester) to apply for a TAP award (**see attached information**). The college will claim power-of-attorney over awarded funds.
The student will have full time status ☐ Yes ☐ No.
If Yes, has a TAP application been completed as of today's date? ☐ Yes ☐ No

Signature of Employee:	Date: (mm/dd/yy)

For JCC Use Only:

Registered for: ☐ Credit ☐ Contact Hours = Credit Hours.	
Current Banked Credit Hours:	Banked Hours Remaining:
Approved by:	Date: (mm/dd/yy)

For Business Office Use Only:

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

COMPLETED WAIVER FORMS SHOULD BE SENT TO HUMAN RESOURCES OFFICE