



## 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, which cover only the student portion of tuition and do not cover fees or books, can be used only by the instructors themselves and are non-transferable. When enrolling in a credit-bearing course, a tuition waiver form and a notarized Certificate of Residence (COR) must be completed and submitted to the College Connections office. 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 in order to be approved to teach a College Connections course. This waiver form must also be signed by the faculty liaison and the Executive Director of Academic Innovation.

#### 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. Log into Banner and view your bill.
  - Go to <https://banner.sunyjcc.edu>
  - Click *Enter Secure Area*  
You will need your student ID (J-number) or social security number and personal identification number (PIN). The first time you log in, you will be directed to create a more secure PIN of your choice. You should also set up and answer a security question. This will enable you to reset your PIN if you forget it or become locked out of the site. If you do not set up a security question and require JCC to reset your PIN, you will need to do so in person or receive a new PIN through the mail.
  - Click *Student*
  - Click *Registration*
  - Click *View Your Bill*
  - Select the semester/term you registered.
  - Confirm your legal name.
  - Complete the Student Financial Responsibility Agreement (FRA) for the term.
  - Once completed, you will see your bill, including the fees.
3. Write a check for only the fees on your bill. Make checks payable to Jamestown Community College.
4. Complete a Certificate of Residency form (download the form online at [www.sunyjcc.edu/cor](http://www.sunyjcc.edu/cor)) and have the form notarized. Note: a notary is available in the JCC Business office M-F from 8 a.m. – 4:30 p.m.
5. Fill out the tuition waiver form (on reverse).
6. Submit the completed tuition waiver form, notarized COR, and check for course fees to the College Connections office, either in person or by mail (send to: College Connections, Jamestown Community College, PO Box 20, Jamestown, NY 14702-0020).



**JAMESTOWN COMMUNITY COLLEGE**

**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.

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

\_\_\_\_\_  
Signature Date (mm/dd/yy)

\_\_\_\_\_  
Signature of Director of College Connections Date (mm/dd/yy)

For new instructors taking a course in order to be certified to teach for College Connections, both the faculty liaison for the course and the Executive Director of Academic Innovation must sign off on the waiver.

\_\_\_\_\_  
Signature of Faculty Liaison Date (mm/dd/yy)

\_\_\_\_\_  
Signature of Executive Director of Academic Innovation Date (mm/dd/yy)

**SUBMIT COMPLETED WAIVER FORMS, ALONG WITH A NOTARIZED CERTIFICATE OF RESIDENCE (COR), AND A CHECK FOR FEES TO THE COLLEGE CONNECTIONS OFFICE.**

**For JCC Use Only:**

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

**For Business Office Use Only:**

<b>Business Office:</b>	<b>Date:</b> (mm/dd/yy)
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