

Tuition Waiver Frequently Asked Questions (FAQ)

1. What is a Tuition Waiver?
 - a. **A Tuition Waiver program is free tuition in any credited courses at Hudson County Community College, provided space is available, and they meet the College requirements for admission to credit courses depending on fund availability.**
2. Who is eligible for the Tuition Waiver benefit?
 - a. **All regularly appointed full-time employees of the College, Adjuncts who have taught 4+ semesters (Fall and Spring), and their respective spouses or domestic partners and dependents are eligible for Tuition Waiver.**
3. Are my parents eligible for Tuition Waiver?
 - a. **Parents are not considered dependents, therefore, are unable to use the Tuition Waiver.**
4. Do I have to be a student at Hudson County Community College?
 - a. **Yes, you must be an enrolled student of HCCC.**
5. What is eligible for the Tuition Waiver?
 - a. **Credited courses only; *Not including Continuing Education courses.**
6. When should I submit my Tuition Waiver application?
 - a. **Tuition Waiver applications are due before the start of your course/s—one application per semester.**
7. What is excluded from Tuition Waiver?
 - a. **Culinary Arts Institute and Nursing program fees and uniforms are not included in the Tuition Waiver program and Continuing Education Courses*.**
**For Continuing Education Course, please look into our [Tuition Reimbursement Program](#).*
8. To whom do I submit my supporting documents?
 - a. **Please submit your supporting documents to the Benefits personnel in the Human Resources Department and hr@hccc.edu.**
9. How do I know I have been approved for Tuition Waiver?
 - a. **You will receive a confirmation email with the approved application attached.**

Full-Time

9. How do I apply?
 - a. **You must submit the following before the course start date:**
 - i. Complete a [Tuition Waiver Application](#)
 - ii. **Proof of dependency*** (i.e., birth certificate, previous year tax return with spouse name, etc.)
**If the dependent is currently on your health plan, proof of dependency will not be required.*

<https://www.hccc.edu/administration/hr/>

8. Who approves my Tuition Waiver application?
- a. **The following approvals are required before sending it to Human Resources:**
 - i. **Immediate Supervisor**
 - ii. **Controller – Finance Department**
 - iii. **Please submit your application to the Benefits personnel in the Human Resources Department and hr@hccc.edu.**

Adjunct

9. How do I apply?
- b. **You must submit the following before the course start date:**
 - i. **Complete an [Adjunct Tuition Waiver Application](#)**
 - ii. **Proof of dependency* (i.e., birth certificate, previous year tax return with spouse name, etc.)**
10. Who approves my Tuition Waiver application?
- a. **The following approvals are required before sending it to Human Resources:**
 - i. **Division Dean/Director**
 - ii. **Vice President of Academic Affairs**
 - iii. **Please submit your application to the Benefits personnel in the Human Resources Department and hr@hccc.edu**
11. Is there a limit to Tuition Waiver?
- a. **Maximum of 2 courses or 6 credits per semester/summer session per family; 4 courses or 12 credits per year, summer session included.**
12. Are all Adjunct faculty members eligible for the Tuition Waiver?
- a. **Adjunct faculty currently employed for 4 – 8 (Fall/Spring) semesters or more and their immediate family may be granted a 50% tuition waiver for any credited courses.**
 - b. **Adjunct faculty currently employed for 9 (Fall/Spring) semesters or more and their immediate family may be granted a 100% tuition waiver for any credited courses.**