



COLLEGE NOW INSTRUCTOR
Application for Tuition Reduction for JCCC Classes

Guidelines: Please send this completed form to: collegenow@jccc.edu

1. An eligible dependent for purposes of this benefit is defined as a dependent as provided under section 132(h) of the Internal Revenue Code.
2. An eligible College Now Instructor shall be defined as a College Now Instructor teaching one or more College Now courses who **must have completed teaching or working two semesters in that capacity**. Tuition reduction may only be requested by a College Now Instructor during a semester in which they actively teach a course, from the first day through the last day of the class.
3. The amount of reduction shall equal tuition plus required course fees for approved credit hours. The cost of books, supplies and travel fees are not eligible for reimbursement.
4. The amount of tuition reduction will be calculated at the Johnson County resident rate. You may check your residency status with the Admissions Office, ext. 3731.
5. Completed paperwork must be received in the Early College, Community Outreach & STEM Initiatives Office no later than one week prior to the semester’s deadline for tuition payment.
6. Any tuition reduction provision not specifically addressed in these guidelines shall be administered according to the “Tuition/Educational Assistance” procedure.

COLLEGE NOW INSTRUCTOR SECTION:

College Now Instructor _____ JCCC ID# _____

Student _____ Relationship _____ JCCC ID# _____

Email Address _____ Phone # _____

Year and Semester of Enrollment: Year: _____ Semester: _____ Spring _____ Fall

Total number of credit hours enrolled: _____

After this section has been completed and signed by the College Now Instructor, the tuition reduction application must be submitted to the Office of Early College, Community Outreach, and STEM Initiatives.

I certify that the student shown above, if my spouse or dependent child, meets the requirements under Section 132(h) of the Internal Revenue Code.

College Now Instructor Signature *Date*

FOR JCCC COLLEGE NOW OFFICE USE ONLY:

Early College, Community Outreach & STEM Initiatives Office _____

Verified by _____ *Date* _____

Credit Hours Eligible for Reduction _____