

---



# Northampton Community College

## Tuition Waiver Program

### Eligibility Requirements:

1. Must be a resident of Northampton or Monroe County, and
2. Have been laid off from a full-time position within the last year, and
3. Must apply for financial aid (for CREDIT program waivers).

Student must present a letter to the Admissions Office from employer on company letterhead, stating actual layoff date. The letter must state that the former employee lost a full-time position through no fault of his/her own, but due to economic climate.

### Tuition waiver, on a space-available basis, is applied to:

1. **CREDIT classes:** 11 credits maximum in one semester in a career program (see below for list of programs and procedures). Students cannot register until one week before first class meeting.
2. **NON-CREDIT (Community Education) classes:** \$500 maximum for Commercial Driver's License (CDL) training only. Students cannot register until one week before first class meeting.

### Important Notes:

- The tuition waiver may be used only once (in one semester; all summer sessions considered one semester).
- Payment for fees (including comprehensive and technology), textbooks, and supplies is student's responsibility.
- Student must file for Financial Aid (credit programs only).
- Students should contact Career Link to see if eligible for other funding.

**Credit Programs eligible for NCC tuition waiver  
11 credits maximum in one semester only**

Accounting (AAS, Diploma)  
Automotive Technology (AAS, Diploma)  
Biomanufacturing (Diplomas)  
    \* Aseptic Processing  
    \* Automation Control  
Biotechnology (AAS) – Monroe Campus only  
Business Administration (AA)  
Business Management (AAS)  
Communication Design (AAS)  
Computer Aided Design (AAS)  
Computer Information Technology  
    \*Networking Option (AAS)  
    \*Application Development Option (AAS)  
    \* Security Option (AAS)  
    \* Web Programming Option (Diploma)  
Computer Maintenance & Service Tech (AAS, Certificate)  
Construction Management (AAS)  
Criminal Justice (AAS)  
Early Childhood Education (AAS, Certificate)  
Electrical Construction Technology (AAS)  
Electrical Technology (Diploma)  
Electromechanical Technology (AAS)  
    \* Automated Systems  
Electronics Technology (AAS, Diploma)  
Emergency Services Administration (AAS)  
Emergency Services Technology (AAS, Diploma)  
Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) (AAS, Diploma)  
Legal Administrative Assistant (AAS)  
Legal Office Specialist (Diploma)  
Marketing (AAS)  
Medical Administrative Assistant (AAS)  
Medical Office Specialist (Diploma)  
Office Administrative Assistant (AAS)  
Paralegal (AAS)  
Social Work (AA)  
Special Education: Paraeducator Training (AAS)  
Web Development (AAS)  
Web Site Design (Diploma)  
Welding (Diploma) – limited space; may register one week before the start of class

For students with strong backgrounds in the sciences and good academic skills, the following **credit programs** may be available (all are selective admission – admission not guaranteed):

Dental Hygiene (AAS)	Fall Start
Diagnostic Medical Sonography (AAS)	Fall Start
Medical Assistant (Diploma)	Fall Start
Nursing PN (Certificate)	Fall Start
Nursing RN (AAS)	Fall/Spring start
Radiography (AAS)	Fall start
Veterinary Technician	Fall start

## Procedure to Apply for Tuition Waiver for Credit Classes

1. In the Admissions Office (Main Campus) or the Enrollment Office (Monroe Campus), submit:
  - Admissions application (new students – application fee waived) or
  - Re-Admit form (former students) or
  - Change of Major form (continuing students who need to change to an eligible program)
  - Letter from employer stating student's name, date of layoff, and reason due to economic climate
  - Tuition Waiver Application (be sure that you receive a signed copy of this form to submit to the Bursar's Office).
2. Go to Financial Aid Office to pick up the Free Application for Federal Student Aid and NCC Financial Aid Information Form. Apply for financial aid online at [www.fafsa.gov](http://www.fafsa.gov). Financial aid funds will be used before waiver funds.
3. Take the English and Math placement tests if necessary. Some programs do not require testing, and there are exemptions. Check with Admissions to see if you need to test before registering for classes.
4. If student has prior college work or other credits for assessment, please have those official transcripts sent to the Admissions Office immediately.
5. Schedule an appointment by calling 610-861-5346 to meet with an Advisor in the Advising and Transfer Office, College Center, Room 341 or with an Advisor on the Monroe Campus. Steps 1-4 need to be completed first.
6. ***Register for classes no earlier than one week before the start of your intended class(es)*** at the Records/Registration Office (Main Campus) or at the Enrollment Office (Monroe Campus). Hand in Tuition Waiver Form and pay all fees at Bursar's Office (Main Campus) or at Enrollment Office (Monroe Campus).
7. Take your class schedule to the College Bookstore to purchase needed textbooks.

## **Non-credit programs eligible for the NCC Tuition Waiver**

CDL Truck Driver Training – up to \$500 waiver

### **Procedure to Apply for Non-Credit Tuition Waiver**

1. In the Admissions Office (Main Campus) or the Enrollment Office (Monroe Campus), bring letter from former employer stating your name, date of layoff, and that you lost job due to the current economic climate.
2. Register for classes at the Records/Registration Office (Main Campus) or at the Enrollment Office (Monroe Campus) no sooner than one week before the first class starts. The Office will give you your class schedule with total charges.
3. Take your Tuition Waiver Application to the Bursar's Office (Main Campus) or to the Enrollment Office (Monroe Campus). You are responsible for making payment at this time for fees and any tuition over the \$500 waiver.

### **Important Office Phone Numbers**

Admissions Office	610-861-5500
Bursar's Office	610-861-5407
Community Education Office	610-861-5580
Financial Aid	610-861-5510
Monroe Campus	570-620-9221
Records & Registration	610-861-5494

  
**Northampton Community College**

**TUITION WAIVER APPLICATION**  
(please press firmly)

Student Name \_\_\_\_\_ Semester \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Home Phone Number \_\_\_\_\_

NCC Student ID (if known) \_\_\_\_\_ Social Security Number XXX-XX-\_\_\_\_\_

Waiver is requested for: \_\_\_\_\_ Credit \_\_\_\_\_ Program/Major \_\_\_\_\_  
\_\_\_\_\_ Non-credit (Community Education)

Return this completed form to the Admissions Office (Main Campus) or Enrollment Office (Monroe Campus). You will be given a signed copy if you're approved for the waiver program.

Attach a copy of the Student Data Sheet (received when you registered) to this form and submit to the Bursar's Office (Main Campus) or Enrollment Office (Monroe Campus).

Waivers are for **Tuition Only**. **All fees (including Capital Outlay, Comprehensive and Technology) are the responsibility of the student at the time of submission of this form to the Bursar's Office.** Waivers can be used **one time only** for a **maximum of 11 credits in a credit program** and up to **\$500 for the non-credit CDL program**. By signing, I agree that I have read and understand the Tuition Waiver eligibility requirements.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Admissions Counselor

\_\_\_\_\_  
Date

Please call the Admissions Office, 610-861-5500, with any questions.

---

---

Office Use Only

Bursar's Office:

Date \_\_\_\_\_

Bursar Initials \_\_\_\_\_

Fee Paid \_\_\_\_\_

Financial Aid \_\_\_\_\_

**White – Admissions**

**Yellow – Student (submit with fee payment) 6/13**