Work In-District Rate Application
Spring/Summer 2019
Office of the Registrar

WCC encourages you to submit this application **PRIOR** to your registration – your tuition will be due by the published deadline regardless of any pending rate application.

Applications will be accepted Wednesday, March 13th, 2019 through Friday, May 24th, 2019.

There are 3 options that make you eligible to receive the Work In-District Rate:

Option 1: You work in Washtenaw County

Eligible students work 30 (thirty) or more hours per week for one or more Washtenaw County employers at their in-county location. Work must be for the four months immediately prior to the date you submit your application.

Note: The Work In-District rate applies to you only, not a spouse or dependent. Once approved, you must **renew your Work In-District request each academic year**, as the rate expires at the end of each Spring/Summer semester.

You must provide copies of pay stubs or direct deposit statements covering the most *recent 4 months*.

Each stub must show:

Hours worked each pay period OR hourly rate and gross pay, Your name, The Employer name and address OR a letter from the business providing their Washtenaw County address and indicates that they issue your pay statements.

If you are paid **Weekly**, you must submit **16** pay statements;
If you are paid **Bi-Weekly** or **Bi-monthly**, you must submit **8** pay statements
If you are paid **Monthly**, you must submit **4** pay statements.

Option 2: You work as an Au Pair in Washtenaw County

Please provide your program participation letter, listing the Washtenaw County address of the host family, and your arrival/departure dates.

Option 3: Your Washtenaw County Employer is paying the college directly for your educational expenses

Please submit a copy of the authorization letter that your employer provides to the Washtenaw Community College Cashier, if the employer is paying the college directly for your educational expenses. You must also submit a copy of the authorization form to the Cashiers Office before you register for classes.

- **You may submit in-person** at Student Connection, or
- **You may fax application to: 734-973-3368, Attn: WID/PID, or**
- **You can mail your application** to: WCC – Student Connection SC203
  WID/PID Application
  4800 E. Huron River Drive
  Ann Arbor, MI 48105-4800

Whichever way you choose to submit, please allow 5 business days for processing.

Special Situations:
-If your pay statements do not display hours or hourly rate, you will need to submit a letter from your employer indicating the number of hours you worked each week from the time periods, along with your pay statements.
-If your name is different on the pay statements, you will need to update your name on file at WCC to your legal name.
-We encourage you to ink out your social security number and your deductions from any photocopies that you provide.

WORK IN-DISTRICT

TUITION RATE

PLEASE FILL IN COMPLETELY

Name _____ Semester _____

WCC ID NUMBER _____

Best Contact Telephone Number _____

Employer Name _____

Employer Address _____

Employer Telephone Number _____

PLEASE PLACE A CHECKMARK NEXT TO WHICH OPTION MAKES YOU ELIGIBLE AND NEXT TO WHICH DOCUMENTS ARE ATTACHED.

_____ **OPTION** 1**:** You work in Washtenaw County

Verification via Pay Statements (submit for each in-district employer)

       _____ 16 weekly pay statements
       _____ 8 bi-weekly or bi-monthly pay statements
       _____ 4 monthly pay statements

Verification via Letter from Employer (if submitted paystubs do not show the required information)

       _____ Letter from Employer

OR

_____ **OPTION 2:** You work as an Au Pair in Washtenaw County

       A copy of your program participation letter that lists the Washtenaw County
       _____ address of the host family, and your arrival/departure dates

OR

_____ **OPTION 3:** Your Washtenaw County Employer is paying the college directly for your educational expenses

       A copy of the authorization letter that your employer provides to the Washtenaw
       Community College Cashier, if the employer is paying the college directly for your
       _____ educational expenses.

Submit all documentation along with this form!

I am applying for the discounted Work-In-District Tuition Rate. I understand that submitting misleading or false documents are a violation of the WCC Student Rights and Responsibility Policy. I understand that I must pay my tuition by the deadline, even if I am waiting for a decision on this rate application.

SIGNATURE OF STUDENT _____ DATE _____