Work In-District Rate Application
Spring/Summer

Student Connection

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 16th, 2016 through Friday, May 20th 2016.

Students who work 30 (thirty) or more hours per week for one or more Washtenaw County employers at their in-county location for the four previous months may apply for this tuition rate.

The four previous months of employment must be immediately prior to the date you submit your request for the rate. The rate applies to you only, not a spouse or dependent. Once approved, you will need to **renew your Work In-District request each academic year**, as the rate expires at the end of each Spring/Summer semester.

- **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.

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 that provides their Washtenaw County address and indicates that they issue your pay statements

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

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

If your Washtenaw County Employer is paying the college directly for your educational expenses, please submit a copy of the authorization form to the Cashiers office before you register.

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 for 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.

<div align="center">

APPLICATION FOR

WORK IN-DISTRICT

TUITION RATE

</div>

PLEASE FILL IN COMPLETELY

Name_____Semester_____

WCC ID NUMBER_____

Best Contact Telephone Number_____

Employer Name_____

Employer Address_____

Employer Telephone Number_____

INDICATE WHICH ITEMS ARE ATTACHED:

1. **Pay Statements** (submit for each employer)
   - _____ 16 WEEKLY PAY STATEMENTS
   - _____ 8 BI WEEKLY OR BI MONTHLY PAY STATEMENTS
   - _____ 4 MONTHLY PAY STATEMENTS

<div align="center">

OR

</div>

_____ Third Party Authorization - Copy of letter from your employer authorizing WCC to bill them directly for your educational expenses. Submit original authorization to the Cashier BEFORE you register.

<div align="center">

OR

</div>

_____ **Au Pairs Only**: Provide a copy of your program participation letter that lists the Washtenaw County address of the host family, and your arrival/departure dates

2. Letter from Employer (if paystubs do not show the required information)

_____ Letter attached

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_____