

## SENIOR TUITION WAIVER & AUDIT REQUEST FOR CREDIT CLASSES

If you are 65 years or better and a resident of Oregon at the beginning of the term in which the class is offered, you **MUST** use this form to request approval to register and receive a tuition waiver of approved transfer level credit classes. Please follow the steps below.

1. You **MUST FIRST APPLY FOR ADMISSION** to Mt. Hood Community College at [www.mhcc.edu/apply](http://www.mhcc.edu/apply).
2. Complete this form and bring it to class with you on the first day of class. For online or hybrid classes, you will need to email the instructor. For assistance please contact Admission, Records and Registration by emailing [AR@mhcc.edu](mailto:AR@mhcc.edu). For all other classes, follow steps 3 through 5.
3. Ask the instructor if space is available. If yes, the instructor must sign and date the form.
4. Take the signed form to the Student Services Hub at the Gresham Campus (Room AC2253) for processing.
5. Pay for your registered class.

**CLASS REGISTRATION CRITERIA**

- ✓ The class must be a lower-division collegiate class (e.g. PSY201, SPAN 111, etc.). Visit [www.mhcc.edu/SeniorClassList](http://www.mhcc.edu/SeniorClassList) for a list of eligible classes.
- ✓ The class registration will be processed only if space is available and there is no wait list.
- ✓ The maximum costs to be covered by an approved tuition waiver each term is the cost of eight credits.
- ✓ Tuition is waived; however, you pay all other fees (e.g., college service, technology, activity, lab, etc.).
- ✓ If you wish to ensure you have a seat in the class, you can still register early if you are willing to pay the applicable tuition and fees for the class. However, you may not drop the registered class and then re-register to receive the Senior Tuition Waiver.
- ✓ Grades and credit will not be granted at any time for classes taken for audit. Audited classes will not satisfy graduation requirements, veteran's certification or most financial aid requirements. Students enrolled in classes for audit will participate in the class to the degree that they and the instructor determine.

NAME (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MI) \_\_\_\_\_

MHCC ID# \_\_\_\_\_ TERM / YEAR \_\_\_\_\_ / \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
Term Year

<b>ADD</b>			<b>Instructor Approval (VIA SIGNATURE OR ATTACHED EMAIL)</b>	
CLASS	SECTION	GRADE TYPE*	DATE	
		AUDIT		
		AUDIT		
		AUDIT		

**PAYMENT OF ALL FEES ARE THE RESPONSIBILITY OF THE STUDENT**

I acknowledge I am legally obligated to pay all charges incurred by registering as outlined under the MHCC Billing Collection Rights and Responsibilities which can be found at [www.mhcc.edu/billing](http://www.mhcc.edu/billing). The student is responsible for understanding and following college policies and procedures. Charges may include late fees, reimbursement for agency collection fees, attorney fees, and Oregon Department of Revenue charges for the collection of all delinquent debts owed to the college. By not paying all charges at the time they are incurred, I acknowledge that this debt is considered education debt/loan and that the educational debt is non-dischargeable under Section 523 (a) (8) of the US Bankruptcy Code. There is no statute of limitation on the collection of educational debt. To have course tuition/fee charges removed, I must process a drop or withdrawal on MyMHCC or through the Admissions, Registration and Records Office within the refund period.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Office Use Only**

Waiver Amount: \_\_\_\_\_

Balance Due: \_\_\_\_\_ Student Services Initial: \_\_\_\_\_ Date: \_\_\_\_\_