

Work In-District Rate Application


NOTE

WCC encourages you to submit this application prior to your registration – your tuition will be due by the published deadline regardless of any pending application. The first day WCC will accept this application is **Wednesday, November 12, 2008**. The last day WCC will accept this application is **Thursday January 8, 2009** for Winter 09.

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. Part-time workers who split their weekly 30 hours between several different employers are welcome to apply, as long as they meet the above requirements.

The four previous months of employment must be immediately prior to the date you submit your request for the rate. You may apply for the rate during the registration period for any semester but the deadline is the start of the semester. This application will take at least 48 hours to process. 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.


How to obtain the rate:

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1. **NOTE: You may only submit in-person or by mail.** Once received, it will take at least 48 hours (two full business days) to process. In-person, submit at the Student Connection ONLY. If you mail these items, please use the address below and allow 7 days for your documents to reach us. Your mailed documents must reach us prior to the semester deadline. **YOUR TUITION IS DUE REGARDLESS OF THE STATUS OF THIS APPLICATION.** Mailing address is: WCC – Registrar Room SC203
4800 E Huron River Dr
Ann Arbor, MI 48105-4800
 2. **You must provide copies of pay stubs or direct deposit statements** covering the most recent four months:

If you are paid:	Submit most recent:
Weekly	16 pay statements FOR EACH EMPLOYER
Bi-Weekly	8 pay statements FOR EACH EMPLOYER
Bi-Monthly	8 pay statements FOR EACH EMPLOYER
Monthly	4 pay statements FOR EACH EMPLOYER

OR

If your employer is paying the College directly for your educational expenses, submit a *copy* of the authorization that your employer submitted to the College Cashier. (You or your employer must present the *original* authorization to the Cashier before you register.)

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3. **What the pay statements will need to display.**
 - Hours worked each pay period OR hourly rate and gross pay
 - Your name
 - The business name and address OR a letter from the business that provides their Washtenaw County address and indicates that they issued your pay statements
 - Au Pairs only: provide your program participation letter, listing the Washtenaw County address of the host family, and your arrival/departure dates
 4. **Attach all the documents to this form and completely fill in the opposite side.** Missing or insufficient documents and illegible information will delay the process.

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 period, 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.

APPLICATION FOR
WORK IN-DISTRICT
TUITION RATE

PLEASE FILL IN COMPLETELY

NAME _____

WCC ID NUMBER _____

BEST CONTACT TELEPHONE NUMBER _____

EMPLOYER NAME _____

EMPLOYER ADDRESS _____

EMPLOYER TELEPHONE _____

INDICATE WHICH ITEMS ARE ATTACHED:

PAY STATEMENTS (submit for each employer)

- _____ 16 WEEKLY PAY STATEMENTS
- _____ 8 BI WEEKLY OR BI MONTHLY PAY STATEMENTS
- _____ 4 MONTHLY PAY STATEMENTS

OR

_____ 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.

OR

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

LETTER FROM EMPLOYER (if needed, see instructions)

- _____ LETTER CONFIRMING YOUR HOURS
- _____ LETTER IDENTIFYING YOUR PAY STATEMENTS
- _____ LETTER IDENTIFYING COMPANY NAME AND ADDRESS

OTHER DOCUMENTS ATTACHED

Please describe what other documents you attached and why:

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 RESPONSIBILITIES 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 _____