

Guide for Tuition Waiver for Students with Disabilities

HB 104 is effective October 1, 2011.

GENERAL INFORMATION

HB 104 enacted by the 2011 Maryland General Assembly redefines the tuition waiver for students with disabilities as those out of the work force by reason of total and permanent disability and entering community colleges. HB 104 supersedes previous legislation and proposes significant changes to Section 16-106c of the Education Article, Annotated Code of Maryland.

Eligibility:

1. Any resident of Maryland who is out of the workforce because of a permanent disability as defined by the Social Security Act, the Railroad Retirement Act, or in the case of former federal employees, the Office of Personnel Management, and enrolls in a community college class that has at least 10 regularly enrolled students, *may be eligible* for a tuition waiver.
2. The waiver is available for enrolling up to 6 credits per semester without declaring a degree or certificate program. Any further credits, up to 12 credits per semester, a student must enroll in a degree program, or a certificate program that leads to employment. Letter of Recognition programs are not eligible for the waiver.
3. **Students applying for this waiver must also apply for financial aid** (*further information below*).
4. Individuals receiving SSI or SSDI benefits as a dependent or survivor of a disabled beneficiary do not qualify for this waiver.

Student must:

1. Obtain a ***Certification for Tuition Waiver Form*** from the campus admissions/registrar's office or the college web site and take it to the Social Security Administration office that serves their area; or, if appropriate, to the Railroad Retirement Board or the federal agency from which you retired due to disability.
2. The Social Security Administration (or Railroad Retirement Board or former federal employer) will sign and certify that the individual is receiving SSI or SSDI payments and is permanently disabled.
3. The student must return the completed ***Certification for Tuition Waiver*** to the Cashiers Office, RCF213.
4. The ***Certification for Tuition Waiver*** is valid for one academic year.
5. The student must complete the Free Application for Federal Student Aid at www.fafsa.gov and have it submitted to the college financial aid office, preferably by March 1 for the upcoming academic year.
6. If the student enrolls in credit coursework that exceeds 6 credits per semester, a student must enroll in a degree program, or a certificate program that leads to employment.

Limitations:

1. Any awarded grants and scholarships will be applied first to pay the student's tuition. ***The waiver will only be applied if grants and scholarships do not cover the student's full semester tuition charge.*** This does not pertain to student loans or Federal Work Study funds.
2. The tuition waiver ***does not apply to fees.***
3. The waiver ***does not apply to continuing education courses*** that are considered non-credit.
4. Students may have ***up to 12 credit hours*** covered by the waiver each semester.
5. Colleges reserve the right to discontinue the tuition waiver for a student enrolling in a course with less than 10 regularly enrolled students.



HOWARD

COMMUNITY COLLEGE

CERTIFICATION FOR TUITION WAIVER

Name: _____

Social Security Number: _____

I certify that the above-named individual is out of the work force as a result of a permanent disability and is receiving a social security disability benefit (SSDI) or supplemental security income (SSI) as defined by the Social Security Act, Railroad Retirement Act, or in the case of a former federal employee, from the federal retirement or pension authority (U.S. Office of Personnel Management).

Individuals receiving SSI or SSDI benefits as a dependent or survivor of a disabled beneficiary do not qualify for this waiver.

Printed Name of Certifying Official

Signature of Certifying Official

Phone Number

Date

Place Office Stamp in Box

Student Signature *(Student signature authorizes the Social Security Administration to release information on the above named individual and acknowledges that this form is valid for one academic year and must be renewed each academic year. In addition, student acknowledges that he/she must apply for financial aid.)*

Return this completed form to:

Howard Community College
10901 Little Patuxent Parkway
Columbia, Maryland 21044
c/o Finance Office/Cashier RCF 213