



## Finance Office Certification for Tuition Waiver

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I certify that the above-named individual is out of the workforce 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 SSDI or SSI benefits as a dependent or survivor of a disabled beneficiary do not qualify for this waiver.

Printed Name of Certifying Official: \_\_\_\_\_

Place Office Stamp in Box

Certifying Official Signature: \_\_\_\_\_

Phone Number of Certifying Official: \_\_\_\_\_

Date: \_\_\_\_\_

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 (July 1 – June 30) and must be renewed each academic year (July 1 – June 30). In addition, student acknowledges that he/she must apply for financial aid, excluding students registering for qualifying continuing education workforce development classes.

Return original completed form with signatures and stamp:

Howard Community College  
Finance Office (RCF 201)  
10901 Little Patuxent Parkway  
Columbia, Maryland 21044

## Guide for Tuition Waiver for Students with Disabilities

HB104, 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. HB104 supersedes previous legislation and proposes significant changes to Section 16-106c of the Education Article, Annotated Code of Maryland. HB53, effective July 1, 2012, allows for Workforce Development & Continuing Education students to receive disability waivers for qualifying classes.

### 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. Students enrolling in 7-12 credits per semester must declare a degree or certificate program that leads to employment. Letter of Recognition programs are not eligible for the tuition waiver.
3. Students applying for this waiver must also apply for financial aid; excluding students registering for qualifying continuing education workforce development classes.
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 Cashier's Office [RCF 200A] or the college website and take it to the Social Security Administration office that serves your area, or, if appropriate, to the Railroad Retirement Board or the federal agency from which you retired due to disability. 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.
2. The student must return the completed Certification for Tuition Waiver form to the Cashier's Office [RCF 200A]. The waiver is valid for one academic year (July 1 – June 30). Waivers must be renewed each July for the next academic year.
3. The student must complete the Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov) and submit to the college's financial aid office, preferably by March 1 for the upcoming academic year.
4. If the student enrolls in credit coursework that exceeds 6 credits per semester, the student must enroll in a degree or certificate program that leads to employment.

### Limitations:

1. Any awarded grants and scholarships will be applied first to pay tuition. The waiver will only be applied if grants and scholarships do not cover the 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 applies to qualifying continuing education workforce development classes.
4. Student may have up to 12 credits 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.