

**CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM – ADULT EDUCATION
TUITION WAIVER REQUEST**

SHORT-TERM, APPRENTICE* OR EXTENSION* PROGRAMS

Qualified Certified Nurse Assistant (C.N.A.) students complete this form to request a tuition waiver

*Apprentice and Extension students can apply for a waiver only if they meet the Veteran or Senior Citizen requirements.

Requests due at the School:

- The student encloses the waiver request and supporting documentation with the program application and bring/mail to the Program of his/her choice for review and approval at least **two weeks** prior to the first class session;
- The assigned school staff will forward the request to Central Office by the due dates specified under the school completion section.

If the request is denied, tuition is due on or before the first class session, or if the student is already enrolled, tuition is due on the day of their next class session following the date of the denial letter.

STUDENT INFORMATION

Date Submitted _____ Student Type _____
Apprentice, Extension, C.N.A. Short Term
 Student Name _____ Student Identification Number _____
 Street Address _____ City, State, _____

Check reason type and attach copy of appropriate documentation:

Type of Waiver Request	Acceptable Documentation
<input type="checkbox"/> Veteran	1) DD-214 with proof of honorable discharge from Active Duty Service (Active Duty Training [ADT] <i>does not</i> qualify for tuition waiver); OR 2) Proof of current active duty service.
<input type="checkbox"/> Financial Hardship (Apprentice or Extension Students do not qualify)	Proof that student (and/or spouse or dependent student's parent) is a current recipient of benefits from one of the following means-tested benefit programs: <i>Supplemental Security Income (SSI); Connecticut Documentation for Food Stamps, Free or Reduced Price Lunch, TANF, WIC.</i> (Unacceptable Documentation: copy of benefit member card, copy of Husky medical program participant documentation.) NOTE: Unemployment Compensation is NOT a means-tested benefit program.
<input type="checkbox"/> Senior Citizen	Valid photo ID with DOB showing student is age 62 or older based upon seat availability.

TO BE COMPLETED BY SCHOOL

School Name _____ Waiver Number _____
 Course Number/Name _____ Course Start Date _____
 Course Number/Name _____ Course Start Date _____
 Supervisor Signature _____ Date _____

Requests due at Central Office (forwarded by the school staff with appropriate documentation/signatures).

SEND ATTENTION OF: CTHSS Adult Education, 25 Industrial Park Road, Middletown, Connecticut

TO BE COMPLETED BY CENTRAL OFFICE

Approved _____ Denied _____
 Superintendent or Designee _____ Date _____

PLEASE NOTE: A COPY OF THE APPLICATION/REGISTRATION FORM MUST BE ATTACHED

CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM - ADULT EDUCATION

TUITION WAIVER REQUEST SHORT-TERM, APPRENTICE OR EXTENSION PROGRAMS

Important information regarding documentation that should be attached to Veteran's tuition waiver requests:

Copy of DD-214 with proof of honorable discharge
OR Proof of current active duty service

Important information regarding documentation that should be attached to support financial hardship tuition waiver requests:

Please note changes in the acceptable documentation to support a student's waiver request. Student (and/or spouse or parent(s) if the student is a dependent student) must provide documentation that they are currently receiving benefits from one of the following means-tested benefit programs in order to be eligible for tuition waiver:

**Supplemental Security Income (SSI) [SSI from Social Security Adm. or State of Connecticut Assistance]
Food Stamps (State of Connecticut)
Free or Reduced Price Lunch (State of Connecticut)
TANF (State of Connecticut)
WIC (State of Connecticut)*

Students should provide a copy of their benefit approval letter from the agency providing the assistance which lists the period of eligibility. Copies of only the member's benefit card(s) are not acceptable documentation. Those *not* receiving benefits from one of the above sources, but enrolled in the Husky medical program are not eligible for waiver.

*Only Supplemental Security Income (SSI) benefit is considered for hardship. Regular monthly Social Security Benefits is not a means-tested benefit program. Therefore, the documentation from the Social Security Administration will need to state: Supplemental Security Income benefits *not* monthly Social Security Benefits; unless the applicant can provide proof that he/she is a current recipient of benefits from one of the State of Connecticut means-tested programs, cash assistance, food stamps, free or reduced price lunch, TANF, or WIC.

Please do not collect or submit copies of income tax returns, W-2 forms, or any other documentation that is not proof of receipt of assistance from any of the programs listed above.

Unemployment compensation is not a means-tested benefit program and is not considered when determining financial hardship.

Important information regarding documentation that should be attached to support senior citizen tuition waiver requests:

Copy of current valid photo ID with DOB showing student is age 62 or older.