



Guide for Tuition Waiver for Students with Disabilities

HB 104 enacted by the 2011 Maryland General Assembly redefines the tuition waiver for students with disabilities as those out of the workforce 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.

Requirements:

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. If a student is enrolled in a degree program or a certificate program that leads to employment, the waiver is available for up to 12 credits. Letter of Recognition programs are not eligible for the waiver.
3. The Certification for Tuition Waiver is valid for one academic year. **Students must re-submit the waiver and all supporting documentation each academic year in order to continue to be eligible for the waiver.**
4. Students applying for this waiver must also apply for financial aid (further information below).
5. Individuals receiving SSI or SSDI benefits as a dependent or survivor of a disabled beneficiary do not qualify for this waiver.

Instructions:

1. Obtain a Certification for Tuition Waiver form from the Office of Records and Registration (Bladen 126) by emailing registrar@pgcc.edu.
2. Take the waiver form 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. Alternatively, students may submit their Social Security Benefits Verification Letter, which may be obtained online from the Social Security Administration and confirms the receipt of benefits.
3. If you are a credit student, complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.
4. Complete all applicable portions of the Certification for Tuition Waiver form.
5. Submit the Certification for Tuition Waiver form, a copy of the Social Security Benefits Verification Letter (if the form is not certified by the Social Security Administration), and proof of completion of the FAFSA, such as an email confirmation (if applicable) to the Office of Records and Registration. **All documents may be emailed to registrar@pgcc.edu or submitted in person in Bladen 126.**

Limitations:

1. 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 in order to be eligible for the waiver (up to 12 credits).
2. 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.
3. The tuition waiver does not apply to fees. Students are responsible for any course charges not covered by financial aid or this waiver.
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 ten regularly enrolled students. Additionally, the College may exempt certain courses from eligibility for this waiver, including (but not limited to), clinical health, applied music, and internships.
6. Tuition waiver requests will not be retroactively applied. All requests must be received in the term in which the student is seeking the waiver.



Certification for Tuition Waiver for Disabled Students

Last Name

First Name

Social Security Number

PGCC Student ID Number

To be completed by the Social Security Administration or Railroad Retirement Board Official:

I certify that the above-named individual is out of the work force as a result of a 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).

Place Office Stamp in Box

Printed Name of Certifying Official

Signature of Certifying Official

Phone Number

Date

To be completed by the student:

- In lieu of submitting this form to the Social Security Administration or Railroad Retirement Board for certification, I am attaching my Security Benefits Verification Letter.
- I am a credit student and am attaching proof that I have completed the FAFSA.

I understand and acknowledge that:

- The Social Security Administration or Railroad Retirement Board is authorized to release information to Prince George's Community College.
- I am a Maryland resident.
- This form is valid for one academic year and must be renewed annually.
- I have read the Guide for Tuition Waiver for Students with Disabilities and understand the requirements and limitations of this waiver.

Student Signature: _____

Date: _____

Submit this form and all requested supporting documentation to the Office of Records and Registration by emailing registrar@pgcc.edu, in-person in Bladen 126 (Largo Campus), or mailed to the address above.