Work In-District Application

Washtenaw Community College - Office of Student Records

NAME: _____   STUDENT ID: @00 _____

SEMESTER: _____   PHONE NUMBER: _____

EMPLOYER NAME: _____

EMPLOYER ADDRESS: _____

EMPLOYER PHONE NUMBER: _____

Students who do not meet in-district requirements, however work in Washtenaw County, may apply for this tuition rate. Indicate below which option you are applying with and the documentation you will be providing. WCC encourages you to submit this application **prior** to your registration as your tuition will be due by the published deadline regardless of any pending Work In-District application. If your application is approved **after** you have paid, you will be refunded the difference (please see the Cashier's Office for refund details). Once approved, **you must renew your Work In-District request every academic year,** as the rate expires at the end of the Summer semester. **F1 Students Are Not Eligible for WID.**

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 from the time periods, 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 copies that you provide, and any copies you submit will be kept by the College.

> **How To Submit:**
> In-person: Welcome Center, 2nd Fl, SC Bldg
> Fax: 734-973-3368, Attn: WID/PID
> Email: info@wccnet.edu
> Mail: WCC - Welcome Center SC 203
>   WID/PID Application
>   4800 E. Huron River Drive
>   Ann Arbor, MI 48105-4800

OPTION 1: You work in Washtenaw County thirty (30) or more hours per week for one or more Washtenaw County Employer(s). Work must be in the *four months immediately prior to the date you submit your application.* Each pay stub must show hours worked each pay period *or* hourly rate and gross pay, your name, and employer's name and address.

    Verification via Pay Statements (submitted for each in-district employer)

        16 weekly pay statements or direct deposit statements
        8 bi-weekly or bi-monthly pay statements or direct deposit statements
        4 monthly pay statements or direct deposit statements

    Verification via Letter From Employer (if submitted pay stubs do not show the required information)
        Letter From Employer (in addition to pay stubs)

OPTION 2: You work as an Au Pair in Washtenaw County

        A copy of your program participation letter that lists the Washtenaw County address of the host family, and your arrival/departure dates

OPTION 3: Your Washtenaw County Employer is paying the College directly for your educational expenses.

        A copy of the authorization letter that your employer provides to the Washtenaw Community College Cashier, if the employer is paying the college directly for your educational expenses

I am applying for the discounted Work-In-District Tuition Rate. I understand that submitting misleading or false documents are in violation of the WCC Student Rights and Responsibility Policy. I understand that I must pay my tuition by the deadline, even if I am waiting for a decision on this rate application. **I understand this can take up to 5 business days to process. Submission deadline for this form is the 12th day of the semester, for specific deadline information please see: https://www.wccnet.edu/afford/cost/tuition/discounts.php**

STUDENT SIGNATURE: _____   **DATE:** _____

(If you type name here, you must email form to info@wccnet.edu using your WCC student email account.)