

Date _____

BOSTON ARCHITECTURAL COLLEGE
Course Registration Form - Tuition Waiver Program

Employee Name: _____ Date of Hire: _____

Employee is staff (check if applying for yourself OR on behalf of dependent)

See page 2 for staff tuition waiver policy.

Employee is adjunct faculty

See page 2 for adjunct faculty tuition waiver policy.

Please complete this form to register for BAC or eligible ProArts courses. Staff should first obtain their supervisor's signature then submit to HR, while adjunct faculty should submit this form directly to HR. After HR's approval, the form will be forwarded to the Registrar's office to be processed.

Student Name: _____ BAC ID # _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Student role: BAC Staff BAC Adjunct Faculty BAC Family Member (relation to staff): _____

Type of course: CE Course - for credit CE course - no credit Degree Course Summer Academy

Registration Information:

Year/Term	Course ID	Section	Course Title	Credits	Day/Time

Employee Signature

Supervisor Signature (for staff only)

For BAC Internal Use ONLY

Director of Human Resources

Date of Last Semester Taught: _____

Class Cost: _____

Registrar Office

Initial here

Bursar Office

Initial here

Financial Aid Office

Initial here

BAC Staff Tuition Waiver Policy

The Tuition Waiver Program is a tuition scholarship granted for courses, programs and degrees at the Boston Architectural College (BAC) to qualified staff, their dependent spouse and dependent children. A staff member is considered qualified after being employed on a full-time basis for one year. The actual amount of scholarship granted depends on your eligibility status in accordance with the Tuition Waiver Program. The scholarship covers tuition and tuition deposits only. It does not include books, supplies, lab fees, or any other fees including student registration and student center fees.

BAC Adjunct Faculty Tuition Waiver Policy

Adjunct faculty members may take one 3-credit class during the semester or summer term in which they teach or during the semester/term immediately following*, and have the tuition and fees waived. The class cannot exceed 3.0 credit hours during a given semester/term; two half-semester classes of 1.5 credit hours may be substituted. The adjunct faculty tuition waiver is not transferable to others nor may waivers accumulate from semester to semester. Faculty seats are allocated based on space availability after student registration is complete. To register, an instructor must complete the form below and submit it electronically to Academic Affairs at least three business days before the first meeting of the intended class. Academic Affairs will approve the form and send it electronically to the Registrar's Office.

Adjunct faculty desiring to use this benefit for completing any degree program at the BAC must apply for matriculation into that program before they have completed 12 credits within it. Other BAC guidelines concerning faculty eligibility apply to those matriculating into a degree program. Interested faculty should contact the dean of the appropriate school.

*A faculty member who teaches in the spring semester may consider either the subsequent summer or fall, but not both, as the immediately following semester/term.