Guide for Tuition Waiver for Disabled Students
Effective July 1, 2012.

GENERAL INFORMATION

In accordance with Maryland law, the tuition waiver for disabled students entering community colleges requires procedural readiness within the institution. The law supersedes previous legislation and proposes significant changes to Section 16-106c of the Education Article, Annotated Code of Maryland.

Eligibility:
1. Any resident of Maryland, who is out of the workforce because of a permanent disability as defined by the Social Security or Railroad Retirement Act 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 without declaring a degree or certificate program. Any further credits, up to 12 credits per semester, a student must enroll in a degree program, or a certificate program that leads to employment. Letter of Recognition programs are not eligible for the waiver. However, for Continuing Education and Training classes, the SSI waiver can only be applied to Career and Professional Training courses.
3. Students applying for this waiver must also apply for federal financial aid (see below), except for Continuing Education and Training classes.
4. The waiver is not available to dependents receiving SSI or SSDI benefits because of their parent's/guardian's disability.

Student must:
1. Obtain a *Certification for Tuition Waiver* from the campus Business Office, Office of Admissions, Office of Financial Aid or Records Office and take it to the Social Security Administration office that serves their area, or, if appropriate, to the Railroad Retirement Board or the federal agency from which you retired due to disability.
2. 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.
3. The student must return the completed *Certification for Tuition Waiver* to the Business Office, room A-103.
4. The *Certification for Tuition Waiver* is valid for one academic year and must be resubmitted annually.
5. The student must file for financial aid with the college financial aid office. The student must complete the Free Application for Federal Student Aid at www.fafsa.gov and have it submitted to the college financial aid office, preferably by March 1 for the upcoming academic year.
6. 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.

Limitations:
1. Financial assistance, if any, 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.
2. The tuition waiver does not apply to fees.
3. Students are limited to 12 hours of credit courses per semester.
4. The waiver is applicable to those classes with 10 or more regularly enrolled students.

CARROLL
COMMUNITY COLLEGE

CERTIFICATION FOR TUITION WAIVER
(Social Security)

Name: _____

Social Security Number: _____

I certify that the above-named individual is receiving a Social Security Disability benefit (SSDI) or Supplemental Security Income (SSI) and is out of the work force as a result of a permanent disability. Dependents of disabled workers are not eligible for this benefit.

Place Office Stamp in Box

_____
Printed Name of Social Security Official

_____
Signature of Social Security Official

_____
Phone Number

_____
Date

_____
Student Signature *(Student signature authorizes the Social Security Administration to release information on the above named individual.)*

Return this completed form to:

Business Office, Room A103
Carroll Community College
1601 Washington Road
Westminster, MD 21157