Tuition Waiver Process

Who is eligible?
All regular full-time employees, their spouses and dependent children, and all regular part-time employees are eligible for the OCCC Tuition Waiver Program.

What does the waiver cover?
Regular full-time employees may waive tuition for a maximum of thirty (30) credit hours per fiscal (July 1 - June 30) year.

Regular part-time employees may waive tuition for a maximum of fifteen (15) credit hours per fiscal year (July 1 - June 30) year.

A regular full-time employee's spouse and dependent children have the same tuition waiver benefit as the full-time employee.

How do you participate in the Tuition Waiver Program?
Tuition waivers are not automatically applied and must be requested by the employee prior to the beginning of every semester.

To participate in the Tuition Waiver Program you will need to complete a Tuition Waiver Request before each semester. The Tuition Waiver Request Form can be located at the Employee Portal under "HR Forms" and "Employee Benefits".

Waivers must be submitted to HRBenefits@occc.edu within ten (10) days of the beginning of each semester. Approved waivers will be submitted to the Bursar's office for the waiver to be placed on the student's account. It is the employee's responsibility to contact the Bursar's office prior to the semester starting to ensure the waiver has been applied.

Per OCCC's policy, any student who withdraws from the class prior to completion or fails to earn a grade of C or the equivalent will be required to reimburse the College for the tuition waived for the semester.

For more information on Tuition Waivers, visit Policy 2300 of the Oklahoma City Community College Policies and Procedures.