



Kirkwood Community College
Credit Class Tuition Benefit Form for Adjunct & Part-Time Employees
For Continuing Ed Classes, please visit <http://www.kirkwood.edu/site/index.php?p=10526> to register.

Employee Name _____ K# _____
Department _____ Contact Phone _____
Email Address _____ Date of Birth _____
Home Address _____
Employee Status: Adjunct Career Academy - non-paid Part-Time

Class Information: *** Please register for classes through MyHub Before submitting form***

Class Name _____ Class Number/Course Section _____
Dates of Class _____ Tuition \$ _____

Employee Signature _____ Date _____

Credit Class Process: 1-Complete online admission application at Kirkwood.edu/apply. 2-Register for classes through MyHub. 3-Complete registration form(s) and submit to supervisor. 4- Supervisor to sign and submit to HR. 5-HR to review and if eligible will send form to Finance for Billing process.

Guidelines

- Employees wishing to register for a Continuing Education Class may complete the online form at <https://www.kirkwood.edu/site/index.php?p=10526>
- Employee is eligible the first semester/session following date of hire or date in Part-time/Adjunct status.
- Work study employees are not eligible.
- Kirkwood pays only tuition. Books and fees are the responsibility of the employee.
- Supervisor of the PT or adjunct employee must sign and submit this registration form to HR (313 KH).
- Employees are limited to two (2) Kirkwood courses (either two credit classes - up to 3 credit hours per class; two continuing education classes- limited to \$200 per class; or one of each) per academic year.
- No travel time will be paid to or from classes.
- For credit classes a completed admissions application is required, if you have not done so already, in order to get registered for the class. If not seeking a degree, please apply for the Liberal Arts, non-degree program.

Supervisor Signature _____ Date _____

Signature of HR Representative _____ Date _____

Return completed form to Human Resources, 313 Kirkwood Hall