

**CERTIFICATE OF ELIGIBILITY FOR EDUCATIONAL
BENEFITS FOR NECC EMPLOYEES, THEIR SPOUSES
AND DEPENDENTS TAKING COURSES AT NECC**

Instructions: Complete and sign the top section of this form, have it signed by your department head and by a NECC Human Resources representative. Once approved by Human Resources, the certificate will be returned to you. You must then submit it to the NECC Bursar's Office with the pre-registration tuition bill together with any balance owed. In the case of late registration, you or your dependent must present this Certificate when you/they register.

Employee's Name: Employee BANNER ID Number:

Employee's Title:

Name of Individual Using Tuition Remission:

Relationship: Self Spouse Dependent Child

Spouse or Dependent's BANNER ID Number:

Date: Signature of Employee:

The individual named above is an employee of Northern Essex Community College

Date: Signature of Employees Department Head:

NECC Employee Code Number:

To Be filled in by NECC Human Resources Office

Date: Signature of NECC Representative of Human Resources:

Note: This Certificate is valid for 120 days after the date of signature by the Chief Personnel Officer. A new Certificate must be completed for each semester of study. This Certificate is not transferable.