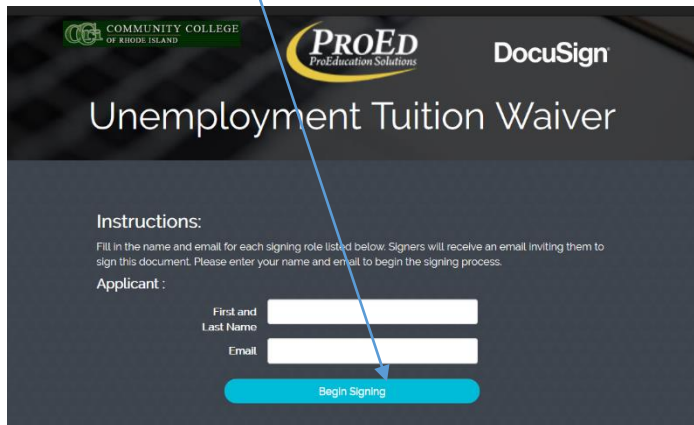


Instructions to complete the Unemployment Waiver

To apply click on this link: [Fall 2020 unemployment Waiver Form](#)

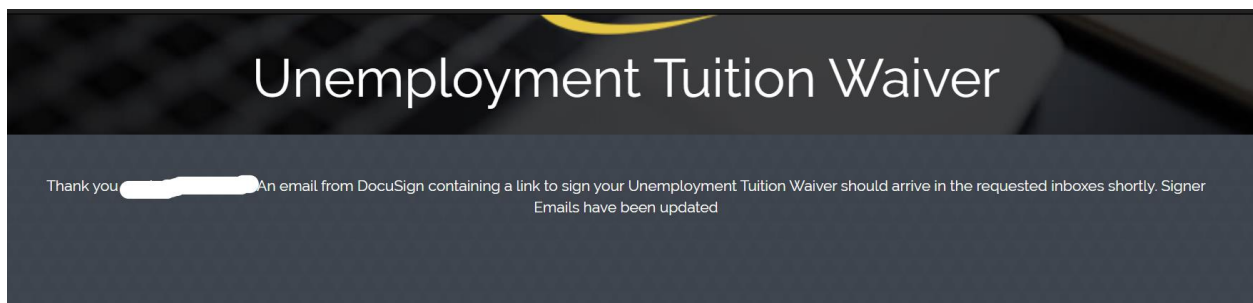
The link will bring you to a DocuSign form pictured below:

Enter your Name and email address (your @my.ccri.edu email address is preferred). Complete by clicking on **Begin Signing** located in the blue box.

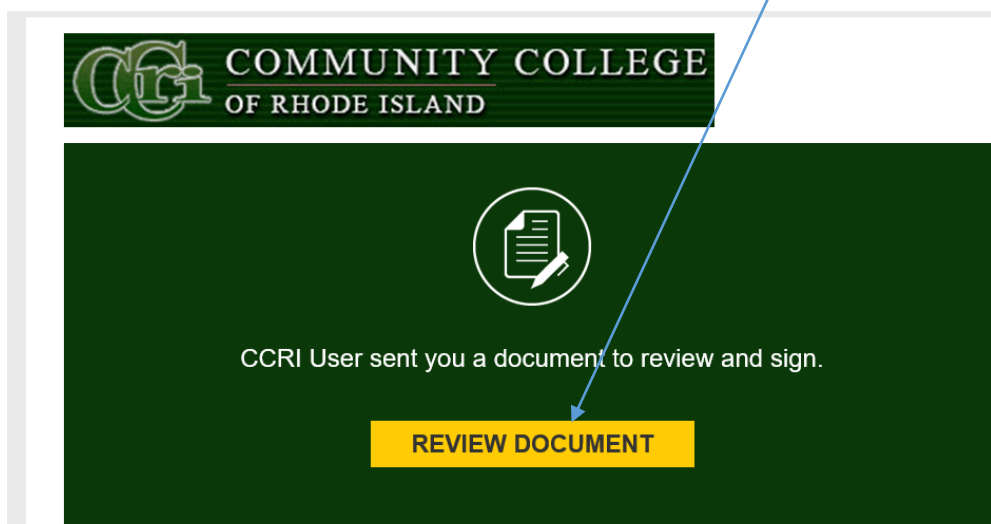


The screenshot shows the DocuSign interface for the Unemployment Tuition Waiver. At the top, there are logos for CCRi Community College of Rhode Island, PROED ProEducation Solutions, and DocuSign. The title "Unemployment Tuition Waiver" is prominently displayed. Below the title, there are instructions: "Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process." Under the heading "Applicant:", there are two input fields: "First and Last Name" and "Email". Below these fields is a blue button labeled "Begin Signing". A blue arrow points from the "Begin Signing" button in the text above to the button on the form.

You will receive an email from ProEd to the email address provided.



You will receive a second message from ProEd, click on **Review Document** in the yellow box



From this page, click **continue** in the yellow box

Please Review & Act on These Documents

CCRI User
ProEducations Solutions LLC

COMMUNITY COLLEGE OF RHODE ISLAND
Powered by DocuSign

Please review the documents below.

CONTINUE OTHER ACTIONS ▾

On the next screen, click on the **start**

Please review the documents below.

DocuSign Envelope ID: 4BC431DD-4E5A-489E-848F-AB0D1E662AB6

START

COMMUNITY COLLEGE OF RHODE ISLAND
CCRI Tuition Waiver process for individuals receiving unemployment benefits

There are two pages for your review.

Page 1. CCRI Tuition Waiver process for individuals receiving unemployment benefits.

This includes the steps to apply and documents needed in order to be eligible for the waiver. The regulations contain important information about applying for and using an unemployment waiver. Please read the information carefully before signing your application.

Page 2. Rhode Island Unemployed Waiver Application and Means Test

Please follow the instructions, read the questions carefully and upload all documents at the bottom of the application (located on page 2) below is a **sample** of what the application looks like, this is not the complete application.

Rhode Island Unemployed Waiver Application and Means Test

PLEASE UPLOAD YOUR FAFSA FILING CONFIRMATION, DLT-467 form, SIGNED COPY OF COPY OF W2's below FEDERAL TAX RETURN AND

Name _____ CCRI ID No. _____

Address (CSZ) _____ Phone Number _____

1. Did your parent (or someone else) claim you as a dependent for 2018?
☐ Yes NOT ELIGIBLE ☐ No Please complete form

2. Did you file a tax return?
☐ YES: Go to item 3 ☐ NO: Go to Line 5a. Provide source & Total income for 2018

3. Total income from tax return Form 1040, line 6: Total income \$ _____

4. Total number of household members listed on page 1 of your federal tax form 1040 (include yourself, spouse and dependents) Dependents

5. wages from unemployed individual(s) line 1 of form W-2 (Please **upload** copy of all W-2 forms).

COMPANY NAME	AMOUNT
_____	\$ _____
_____	\$ _____

Addendum: For Total Income, please use Line 7B from your 1040 tax return.

****Affidavit: I have read the waiver regulations below. In addition, I understand that if I fail to comply with any of these regulations, I will be responsible for the payment of my courses. I declare that the above information is true and correct to the best of my knowledge.**

Applicant Signature

Sign

Date

Approved by

Date

Your **signature** is required on the bottom of the application, please sign and date. There is a **paperclip** icon located to the right of the date, click on the paperclip to upload documents. You will have the option to upload multiple documents.

STATE OF RHODE ISLAND PROVIDENCE PLANTATIONS
DEPARTMENT OF LABOR AND TRAINING
R.I.D. 201-2046
C-2019-1942

CERTIFICATE OF ELIGIBILITY

04/21/2020

IMPORTANT NOTICE: The tuition waiver provision of the Rhode Island Employment Security Act applies **ONLY** to those of Rhode Island operated colleges and universities. The state university and/or colleges will conduct an income means test (requiring 100% SPMI) and federal tax 501(c)(3) to unemployed individuals who apply for tuition free college courses. To qualify, the household income must be less than 3 times the federal poverty level and the individual must not qualify as a dependent for federal income tax purposes. In addition, eligible individuals must apply for financial aid which will be used to defray the cost of the tuition.

This office has verified the following:

☒ Individual interest claims to receiving Rhode Island Unemployment Insurance benefits or has exhausted Unemployment Insurance benefits within the past sixty days, under Chapters 42 - 44 of the Rhode Island Employment Security Act.

My FAFSA - 2019-2020

STUDENT INFORMATION

2019-2020 2018-2019

Current Application Status: **Processed Successfully**
Congratulations, your FAFSA was successfully processed!

What Happens Next

- Your FAFSA information was made available to the schools you listed on your FAFSA.
- Your school will use your FAFSA information to determine the aid you may be eligible to receive.
- You will be notified with contact from the school if they need more information or to discuss your financial aid award.
- If you have questions about your financial aid package contact your school.

You can also:

- Check on Your School's Aid Process (SAP)
- Check on Your School's Aid Process (SAP)
- Check on Your School's Aid Process (SAP)

Form **1040** Department of the Treasury—Internal Revenue Service (99)
U.S. Individual Income Tax Return

After you have completed the application, sign, date and upload all necessary documentation. Read the waiver regulations and click **finish** to submit.

Unemployment waiver applicants need to submit an application and means test, the DLT-467 form from the department of labor and training, proof of financial aid application, the Federal Tax form 1040 and all employment W-2's.

REQUIRED FORMS:

****DLT-467**

Financial aid confirmation

US form 1040

Employer W-2

W-2 Wage and Tax Statement

Your application is forwarded to the bursar's office for review and fee assessment. You will receive an email from bursarwaivers@ccri.edu indicating that your waiver is approved, the balance due for fees and a link to the online payment portal.

****Need help securing the DLT-467 form?**

Call **netWORKri** phone numbers for the offices are now open for phone calls, someone can assist you with retrieving the form.

Providence - (401) 462-8900

West Warwick - (401) 462-4100

Woonsocket - (401) 235-1201

Wakefield - (401) 782-4362

Or, try the following to download:

If you click the link for download on the RI DLT website and the form doesn't open or it downloads a blank link, try this as a workaround:

Go to your downloads folder, right click on the link labeled "TuitionWaiverCertificate" and click "Edit." Notepad will open showing the text of the link, including a url for the .pdf form and the text to be entered in each field. Copy and paste the url into your web browser to access the .pdf, then manually enter the information character-by-character in each field (Date name, and SSN; the eligibility box is already filled in).