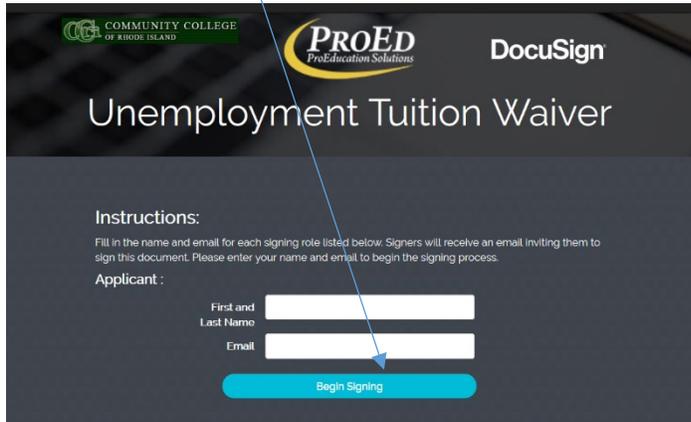


Instructions to complete the Unemployment Waiver

Use this link to apply for [Spring 2021 unemployment Waiver Form](#).

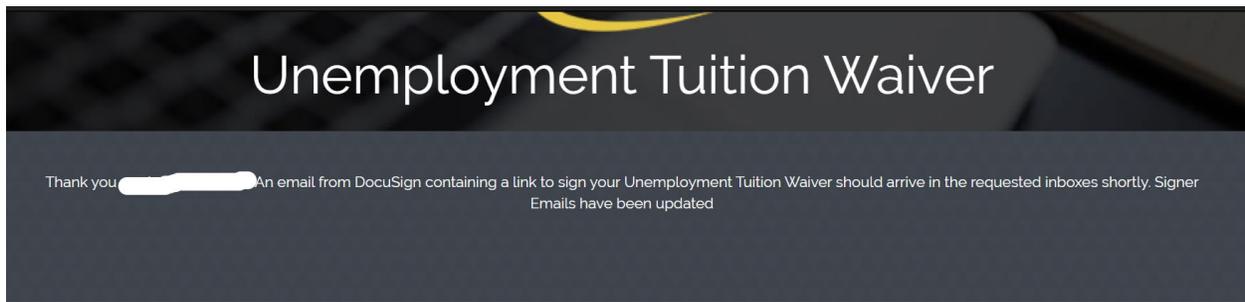
The link above will bring you to a DocuSign form pictured below:

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.

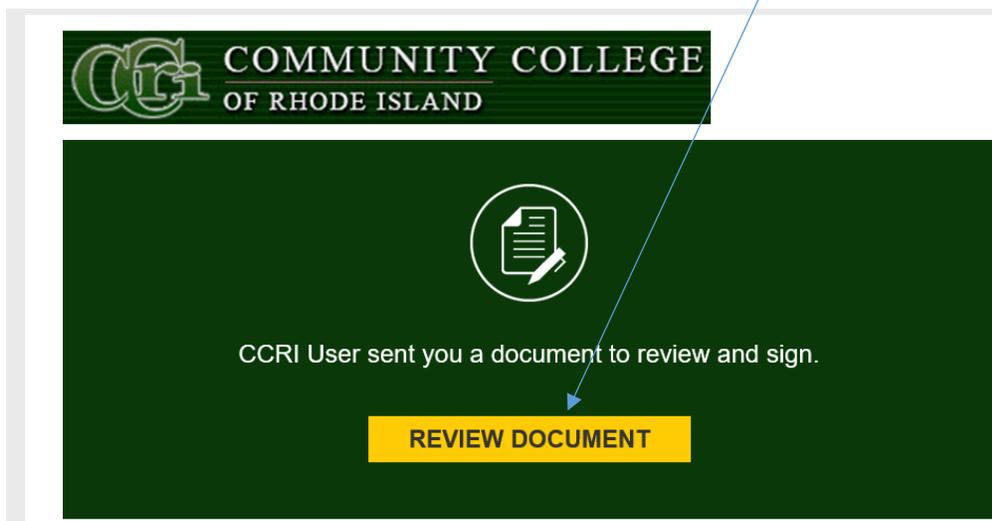


The screenshot shows the DocuSign interface for the Unemployment Tuition Waiver. At the top, there are logos for Community College of Rhode Island, PROED ProEducation Solutions, and DocuSign. The title "Unemployment Tuition Waiver" is prominently displayed. Below the title, there are instructions: "Fill 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". A blue button labeled "Begin Signing" is located at the bottom of the form. A blue arrow points from the text "Begin Signing" in the instructions above to this button.

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



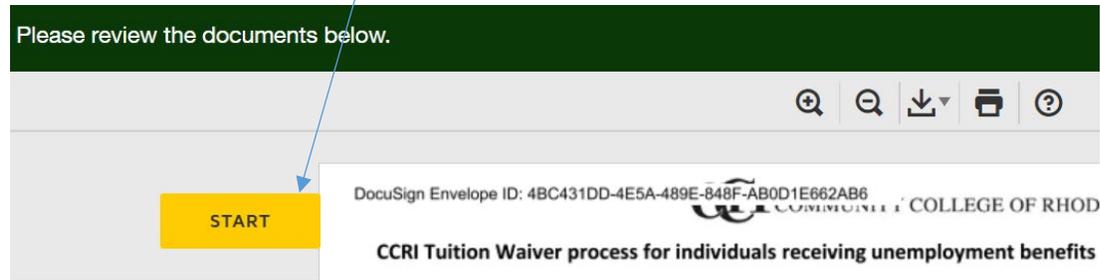
You will receive a second message from ProEd, click on **Review Document** in the yellow box



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



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



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). The application will look similar to the one **below**.

Part 1 - Eligibility Questions:

- Did your parents (or someone else) claim you as a dependent for 2019?
 YES (STOP NOT ELIGIBLE)
 NO (continue to question 2)
- Are you currently receiving unemployment benefits?
 YES (continue to Part 2 and remember to attach your D1-487 form using the paperclip image below)
 NO (STOP NOT ELIGIBLE)

Part 2 - Income Eligibility Questions:

- Did you file a 2019 tax return?
 YES (continue to 1.a.)
 NO (continue to 1.b.)
1. a. Total income from 2019 Federal Tax Form 1040 \$ _____
1. b. Explain means of support and list income \$ _____
- List 2019 wages from unemployed individual (use paperclip image below to attach W2s) to application if applicable:
Company: _____ Wages: \$ _____
Company: _____ Wages: \$ _____
Company: _____ Wages: \$ _____
Total Line 2 \$ _____
- If you filed taxes, subtract total of item Line 2 from Line 1.a. and enter amount. If you did not file taxes, enter amount from line 1.b. \$ _____
- Total # of household members/dependents? (include yourself, spouse and dependents) (if you filed a Federal 1040 tax return use number of dependents on your tax form) _____
- Enter the amount from the table below that corresponds with the # of household members/dependents

# of Dependents	1	2	3	4	5	6	7	8
\$	\$38,360	\$53,720	\$65,560	\$78,660	\$92,040	\$105,680	\$119,620	\$133,860

For family units with more than eight members, add \$11,640 for each additional family member.

If the amount in line 5 is greater than the amount in line 3 you are eligible for the waiver.

Affidavit: I have read the **waiver regulations above. 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: _____ Date: _____
Approved by: _____ Date: _____

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

****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  Date 

Approved by _____ Date _____

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:

<p>**DLT-467</p> 	<p>Financial aid confirmation</p> 	<p>US form 1040</p>  <p>Employer W-2</p> <p>W-2 Wage and Tax Statement</p>
--	---	---

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 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 or Wakefield - (401) 782-4362

You can also 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).