



Dear Employer:

Elgin Community College District 509 is required to charge out-of-district tuition rates to all students who reside outside of the college district boundaries. Students who can provide documentation of working a minimum of 35 hours per week for an employer who is physically located within the district boundaries can receive in-district tuition. **This form must be submitted along with a recent pay stub reflecting the required hours per week** to the Registration and Records Department prior to the end of the second week of the semester. These documents are required each semester.

Please complete the information below, including your signature, title and date, verifying that the named individual is working a minimum of 35 hours per week. We appreciate your assistance.

Student ECC ID Number: \_\_\_\_\_

Student Name: \_\_\_\_\_

Semester Enrolled: \_\_\_\_\_

Employee Start Date: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employer Phone: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

---

Supervisor Signature

Date

If you have any questions, please feel free to call the registration center at 847-214-7393. Our fax number is 847-214-7484.

Sincerely,