



Dear Employer:

Students who work within the Elgin Community College district 509 boundaries at least 35 hours per week are eligible for the in-district tuition rate. Students will need to verify employment each semester they wish to take classes at ECC.

Students who wish to receive in district fees should submit the below paperwork no later than end of the second week of classes for the term in which they wish to receive in district fees:

1. A recent pay stub and
2. Documentation of hours worked per week:
  - a. Provided by the employer and on employer letterhead, or
  - b. On this form completed in its entirety.

The documentation must be dated no earlier than 30 days prior to registration.

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 contact Registration B105 at 847-214-7393 or [registration@elgin.edu](mailto:registration@elgin.edu).

Sincerely,