



# TUITION WAIVERS FOR TEACHERS

Otis College of Art and Design is committed to supporting the continuing education and professional development needs of K-12 teachers within Los Angeles County and CTE AME teachers from throughout California.

Full-time K-12 teachers from Los Angeles Unified School District, Culver City Unified School District, and other LA County districts, as well as CTE AME teachers statewide are eligible to waive tuition on most Extension courses. Acceptance is contingent upon application approval and available space.

Teachers are responsible for the registration/student accident insurance fee, lab fees (as applicable), as well as their materials/supplies.

## HOW TO APPLY FOR A TUITION WAIVER?

### Teachers must submit:

- > A letter of confirmation with verification of current full-time or CTE AME employment status on school or district letterhead, signed by a supervising school or district administrator. (LAUSD employees may obtain employment verification by accessing: <https://achieve.lausd.net/Page/4299>)
- > A completed Tuition Waiver Form ([https://otiscollege.formstack.com/workflows/tuition\\_waiver\\_reg\\_form](https://otiscollege.formstack.com/workflows/tuition_waiver_reg_form)) Include course title and start date from the specific course web page. Teachers may submit up to three Tuition Waiver Forms per semester.  
Note: any missing or incorrect information may result in the delay or rejection of the registration.
- > **\$30 payment for registration and insurance fees plus any lab and/or materials fees (paid upon acceptance of waiver)**

## WHAT HAPPENS NEXT?

Once complete documentation has been submitted to Otis College Extension, teachers are placed on a wait list. Teachers are notified by email and/or phone one to three days prior to the start of class as to whether they have been accepted.

### Please note:

- > Priority enrollment goes to full paying students before students applying for a tuition waiver.
- > This full tuition discount is only offered on a space available basis.
- > Due to funding regulations, no substitute documentation will be accepted.
- > Discounts are valid for Non-Credit and Certificate level only.

For more information or questions, please contact Otis College Extension at [extension@otis.edu](mailto:extension@otis.edu) or 310.665.6850

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Let's connect, contact Inez Bush at [ibush@otis.edu](mailto:ibush@otis.edu) or 310.846.2646