

7.3: TUITION & FEE WAIVER

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The College offers all regular full-time and part time staff, including contract, grant-funded, and/or temporary Administrative staff, and their immediate family members the opportunity to attend courses at the College with all tuition, plant, and maintenance fees waived following the successful completion of the employee's initial three (3) month introductory period. For purposes of this policy, immediate family members include spouse, domestic partner, and dependents as defined by the U.S. Internal Revenue Code as follows: must be under the age of 19 at the end of the tax year, or under the age of 24 if a full-time student for at least five months of the year, or be permanently and totally disabled at any time during the year.

Employees must request and receive supervisory approval in advance, including area Vice President authorization, with final approval by Human Resources; otherwise employees may not be eligible for tuition and fee waiver.

Employees and their immediate family members will be required to follow established College admissions guidelines. Costs associated with books, supplies, and activity fees are not included in the tuition waiver program and are the responsibility of the employee or their immediate family member.

Eligible employees may attend a maximum of two (2) courses per semester, not to exceed eight (8) credit hours. Eligible immediate family members are not restricted in the number of courses per semester. Employees are required to enroll in courses which are offered outside of their regularly scheduled work schedule. In limited circumstances, approval may be granted to attend classes during an employee's regular work schedule. In these instances, the employee must receive supervisory approval and use available paid time off for time away from work while attending class. In all instances, approval of tuition waivers is subject to budgetary limitations and the operational needs of the College.

Requests for Tuition and Fee Waivers can be obtained from the Office of Human Resources. Completed and authorized Tuition and Fee Waiver forms must include the following:

1. A list of registered courses;
2. Complete student and employee information including employee's signature;
3. The signatures of the employee's supervisor and area Vice President;

Once the Tuition and Fee Waiver form is completed, return the form to the Office of Human Resources. After the Office of Human Resources completes its approval, the form will be sent to the Office of Student Accounts for processing.

Note: Faculty will follow current Tuition & Fee Waiver policy as outlined in the current collective bargaining agreement. For any item not addressed in the current collective bargaining agreement, this policy will dictate any applicable terms.