

**Title: Tuition Waiver for Employees and Dependents**

- ☐ **Initial Action:** 06/27/77; 08/28/78
  - ☐ **Board Agenda:** 77-024; 93-003; 03-043, 24-013
  - ☐ **Last Revised:**
    - ☐ **Policy:** March 19, 2024
    - ☐ **Procedure:** March 19, 2024
  - ☐ **Last Reviewed:** March 19, 2024
  - ☐ **Effective:** March 28, 2024
  - ☐ **Next Review:** March 19, 2027
  - ☐ **Responsibility:** Human Resources
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**Policy:**

Full-time faculty, administrators, classified staff, and their dependents may attend classes at the College tuition-free subject to eligibility requirements and course limitations. Part-time employees who have a minimum of one year of service and have worked a minimum of 600 hours are also eligible for tuition waiver.

**Procedure:**

**Eligibility:**

Full-time College faculty and staff, and their dependents, are eligible if the full-time employee has a minimum of three (3) months service.

Dependent is defined as a spouse or eligible dependent child. An eligible dependent child is defined as a biological, step-child or legally adopted child, unmarried, under the age of 26 and who is claimed as a dependent, for federal/state income tax reporting purposes at the day of registration.

The College reserves the right to request proof of dependent eligibility.

Part-time staff members are eligible with a minimum of one (1) year of service and at least 600 hours of part-time work within a rolling 12-month period of an active contract.

Adjunct faculty members are eligible if they have a minimum of two (2) semesters of service and have taught a minimum of six (6) credits within a rolling 12-month period of an active contract. Family members of part-time staff members and adjunct faculty are not eligible.

**COURSES:** Eligible individuals may enroll tuition-free in any credit and most non-credit courses as long as there are ten (10) tuition-paying students and there are seats available for the class. The Vice President of Academic Programs will determine space availability for each class requested within their division. There are no Tuition Waivers for CDL Training, Summer Camps at Cecil, Healthcare Career Programs, or other specially designated non-credit programs.

Courses which are specifically job-related and taken as in-service training to enhance performance or improve skill levels may be authorized by the supervisor for tuition waiver. Such training, when determined to be an essential element of the job duties and/or performance of nonexempt employees, must be paid to the employee at their regular hourly rate of pay. This training time counts as "hours worked" towards regular and /or overtime hours under provisions of the federal Fair Labor Standards Act. Training time counts as "hours worked" towards regular and /or overtime hours under provisions of the federal Fair Labor Standards Act.

Employees and their eligible dependents who meet eligibility requirements within this policy, who possess an Associate's degree or higher may audit courses.

**PAYMENT OF FEES:** Employees do not pay student development fees. All other fees, registration, including credit by exam, credit by assessment, and membership fees, course and program fees must be paid. Course and program fees may be waived for employees if the course is specifically job related and taken as in-service training. The Vice President of Finance and Administration must approve requests for such waivers.

Eligible dependents are not exempt from any fees.

**Procedure:**

1. Complete the Application for Tuition Waiver form, located on the College's service website.
2. Register for course with Registration.
3. Proceed to Cashier's Office for payment of applicable fees.
4. Appeals for early registration for specific program-mandated courses must be directed to the Vice President of Academic Programs.