

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

Initial Action: 06/27/77; 08/28/78  
Board Agenda: 77-024; 93-003; 03-043  
Last Revised:  
Policy: May 19, 2016  
Procedure: May 19, 2016  
Last Reviewed: 01/26/16  
Effective: 05/01/07  
Next Review: May 2019  
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.

**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 and/or unmarried children living at home and claimed on the employee's Federal Tax Return.

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 one (1) year 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 one (1) year 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 his/her division. There are no Tuition Waivers for CDL Training, Summer Camps at Cecil, Allied Health 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 his/her 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.

College employees and dependents with an Associate's Degree and 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 must approve requests for such waivers.

Dependents are not exempt from any fees.

**Procedure:**

1. Complete the personal and desired course information in the spaces provided on the form.
2. Obtain signature of the Executive Director of Human Resources for eligibility authorization.
2. For each desired course, obtain authorization (initials) of the appropriate Vice President/Director of the division in which the course is taught. Obtain other signatures indicated on the form, if applicable. Proceed to #4 or #5 as applicable.
4. For Credit and Non-credit Division classes, take the completed Tuition Waiver Form to the Registration Office in Student Services once the Vice President has deemed course availability. Proceed to the Cashier's Office with the approved Tuition Waiver Form and payment for applicable fees.
5. Appeals for early registration for specific program-mandated courses must be directed to the Vice President of Academic Programs.

The proposed Tuition Waiver Policy has been reviewed and approved by the College Management Team. The President recommends adoption of this policy and procedures, therefore, be it

RESOLVED, that the Board of Trustees will waive tuition of credit and non-credit courses for part-time employees and adjunct faculty who meet the requirements above.