

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

- Initial Action: 06/22/77; 08/28/78
- Board Agenda: 77-024; 93-003; 03-043, 24-013
- Last Revised:
  - Policy: March 19, 2024
  - Procedure: August 14, 2024
- Last Reviewed: August 14, 2024
- Effective: September 19, 2024
- Next Review: August 14, 2027
- Responsibility: Executive Director of 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, and unmarried. The College will use the qualifying child test per IRS guidelines for dependent verification. To meet the qualifying child test, your child must be younger than you or your spouse if filing jointly and either younger than 19 years old or be a "student" younger than 24 years old as of the end of the calendar year.

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.

Employees must be in an active status on the last day of the third week of scheduled classes in order for the employee and their dependent to receive the tuition waiver. If an employee is not in active status on the last day of the third week of the scheduled classes, repayment shall be made to the College.

### **Tuition Waiver for Employees:**

An employee, that meets the eligibility requirements for tuition waiver in a Cecil credit or eligible non - credit class, is exempt from tuition as long as there are ten (10) regularly enrolled tuition paying students and there are seats available for the class as stipulated by Md Education Code § 16-106. Additionally, classes with a seat capacity of less than eleven (11) are ineligible for tuition waiver. The Vice President of Academic Programs will determine space availability for each class requested within their division.

Full-time employees whose credit course(s) have a seat capacity of less than eleven (11) or if there are not ten (10) regularly enrolled tuition paying students in the class and therefore do not qualify for tuition waiver, may be eligible for tuition reimbursement. Full-time employees should refer to the Tuition Reimbursement for Professional Development policy for additional information.

Full-time Employees whose non-credit course(s) have a seat capacity of less than eleven (11) or if there are not ten (10) regularly enrolled tuition paying students in the class will not qualify for tuition waiver.

Part-time employees whose credit and/or non-credit courses have a seat capacity of less than 11 or if there are not ten regularly enrolled tuition paying students in the class will not qualify for tuition waiver.

If an employee is not eligible for tuition waiver due to enrollment requirements outlined above, the Bursar's Office will notify the employee that payment is due prior to the start of the class. At that time, the employee can decide to drop the course or pay the tuition. Once the class has started, the employee's tuition is considered waived.

### **Tuition Waiver for Eligible Spouses and Dependents:**

As an additional benefit for full-time employees, eligible dependents as outlined above, may enroll in credit or eligible non-credit classes and are exempt from tuition so long as there are seats available in the class. The Vice President of Academic Programs will determine space availability for each class requested within their division.

### **Courses:**

Not all non-credit courses are eligible for tuition waiver. There are no tuition waivers for CDL training, Summer Camps at Cecil, Healthcare Career, Workforce/Trades and other specially designated non -credit courses as determined by the Vice President of Academic 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.

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:**

As stipulated by Md Education Code § 16-106, "tuition" means the basic instructional charge for courses offered at a community college.

"Tuition" does not include 1. Any fees or costs associated with a self-supporting program; or 2. Any fees for: A. Registration B; Application; C Administration; or D. Laboratory Work.

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 by ten (10) days after registration. 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 Bursars 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.

Any questions should be directed to the Office of Human Resources.