

## **E-3i(19) PROCEDURE Benefits for Eligible Employees: Continuing Education Class Tuition Reimbursement, Tuition Remission**

### **Tuition Remission Policy for Employees, Spouses, and Dependents**

A regular employee with a full-time equivalency factor of 0.75 or greater or a retired regular employee who had been employed on a full-time basis may enroll in any course(s) offered by the College under the following conditions.

NOTE: Faculty Association members are subject to the terms set forth in the negotiated agreement.

#### **Credit course(s)**

1. The tuition shall be waived but the employee shall pay the amount of any additional instructional costs (books, laboratory fees, materials, fees, etc.)
2. The course(s) does not conflict with the employee's responsibilities with the College.

#### **Noncredit course(s)**

1. If the maximum enrollment in the course has not been reached.
2. If the minimum enrollment in the course has been reached.
3. The tuition shall be waived but the employee shall pay the amount of any additional instructional costs (books, laboratory fees, materials, fees, etc.).
4. Tuition remission shall not apply to courses that have been designated as exempt from tuition remission.
5. That such course(s) does not conflict with the employee's responsibilities with the College.

A spouse or dependent\* of an employee or retired employee who had been employed on a full-time basis may enroll in any course(s) offered by the College under the following conditions:

#### **Credit course(s)**

The spouse or dependent shall pay one-half (1/2) of the tuition plus all additional instructional costs (books, laboratory fees, materials, fees, etc.).

#### **Noncredit course(s)**

1. If the maximum enrollment in the course has not been reached.
2. If the minimum enrollment in the course has been reached.
3. The spouse or dependent shall pay one-half (1/2) of the tuition plus all additional instructional costs (books, laboratory fees, materials, fees, etc.).
4. Tuition remission shall not apply to courses that have been designated as exempt from tuition remission.

***(\*Dependent is defined as a dependent for Federal Income Tax purposes.)***

Adopted Date: 11/16/2010; Revised 6/20/2017