

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6027

Tuition Waiver and Reduction

Date Adopted:	1 April 1993
Date Revised:	30 May 2015, 30 September 2010, 28 January 2008, 17 February 2022
Date Reviewed:	11 August 2017
References:	Chapter 2, Human Resources Manual, August 30, 2017

Key Terms You Need to Know

Full time Regular Employee: An employee with an established position by the board with a regular employment contract and whose salary is assigned per annum rates.

Court Adoption Papers: Legal adoption forms from the court evidencing the legal process of a parent-child relationship when the adopting parent is not the child's biologically parent.

Legal Name: A person's name that is usually the name given at birth and recorded on the birth certificate or passport.

Affidavit: A sworn statement in writing made especially under oath.

Employee's Dependent: An employee dependent is defined as the spouse and biological or legally adopted children of employee and/or spouse who are living in the employee's household and are financially dependent on the parents. For child dependents for the application of this particular policy, the child dependent must be age twenty-two or younger at the time of registration for any courses to be taken pursuant to this policy.

Frequently Asked Questions

How many classes can I enroll for per semester under the tuition waiver policy?	✓ A maximum of two courses per semester; one must be outside of working hours. You will pay for any excess courses beyond the two.
Can I apply to take classes during my probationary period?	✓ No
Do I need to fill out the Appendix H Dependents Eligibility Form each semester for my dependent?	✓ Yes
My dependent (spouse or child) becomes a full time employee, can I submit an appendix H for them?	✓ No. A dependent who becomes a full time regular employee is eligible under this policy on their own and their supervisor must approve all requests to take classes and must use Appendix H.

1. Reduced Tuition for Employee and Dependents

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The College of Micronesia-FSM allows waiver of tuition and auditing fee up to six (6) COM-FSM credit hours each academic semester for full-time regular employees. Employees planning to take courses must receive administrative approval before registering and are limited to one course during working hours per term. An additional course may be taken outside of working hours each term.

Dependents of regular employees of the college are eligible for a 50% tuition reduction for COM-FSM courses. Children dependents must be age twenty-two or younger at the time of registration for any courses to be taken pursuant to this policy.

The health, activity and technology fees are waived for the employee but will not be waived for the employee's dependents. Full time regular employees and their dependents will be required to pay the registration fee.

Source: COM-FSM BP NO. 6027.

Appendix H Dependents Eligibility Form and Appendix I Education Development Request Form are due at Business Office no later than the last day of the semester per college catalogue a dependent or employee is enrolled at the college. The college will not accept any Appendix H or I submitted after the deadline and no tuition waiver or reduction will apply. The exception to this policy is FSM-FMI Campus where tuition is free.

Source: COM-FSM BP NO.6027.

2. How to Apply for Reduced Tuition as an Employee Taking Classes?

A full-time regular employee is an employee with a position established by the board, with a regular employment contract, and whose salary is assigned per annum rates. Such employees when they wish to take courses must first complete the probationary period on the job regardless of the type of job one has. Second, the employee will follow these steps prior to registration. Employee will provide HRO a copy of Appendix I *Education Development Form* if the request is approved.



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Figure 1: The Process for Employees to Take Classes

Step 1. Complete Appendix I Request for Educational Development Form.

Employee completes Appendix I fully and signs then forwards it to supervisor. Appendix may be obtained from HRO, online or hard copy manual issued to individual employee.

Step 2. Gain Certification and Endorsement from Supervisor.

When the supervisor receives the form, he/she will review to ensure absence from work will not negatively affect the office. Supervisor will verify that the class or classes taken address identified improvement work areas in the performance evaluation or required course for an approved degree program. After affixing his/her signature, supervisor forwards the form to HRO.

Step 3. HRO Certification

When HRO receives the completed Appendix I, HR staff will verify employee meets the policy requirements and linkages of Appendix I to improvement plans on file. After HR Director signs the form, it will be forwarded to the relevant vice president for final approval.

Step 4. Gaining Final VP Approval

If request is approved, the relevant box will be checked, signed by the VP and the Appendix I Form will be returned to the employee to register while a copy is issued to HRO and supervisor.

If request is not approved, the relevant box will be checked and Appendix I form will be signed by VP and return to the employee and/or employee's supervisor to implement the decision.

Step 5. HRO Distributes Approved Appendix I Form.

When HRO receives the approved Appendix I, a staff will provide copies to the business office and employee within the week the form is received.

- For employees approved to enroll at campus sites, HR staff will email Appendix I form to the business office at that campus and cc HR representative and employee.
- For employees approved to enroll at the National Campus, HR staff will email/issue hard copy of Appendix I to business office and cc employee. HR staff will issue hard copies to employees without email access through campus mail.

Step 6. Business Office Applies Tuition Waiver.

When the business office receives the approved appendix I, the staff will apply the tuition waiver policy toward the courses taken by the employee during that semester provided that they meet the deadline of submission of *no later than the last day of the add and drop per college catalogue an employee is*

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enrolled at the college.

3. How to Apply for Reduced Tuition for Dependents Taking Classes?

Employee's Dependent: An employee dependent is defined as the spouse and biological or legally adopted children of employee and/or spouse who are living in the employee's household and are financially dependent on the parents. For child dependents for the application of this particular policy, the child dependent must be age twenty-two or younger at the time of registration for any courses to be taken pursuant to this policy.

Source: COM-FSM BP NO. 6027.

Dependents who wish to take classes will present a completed Appendix H Form and any required additional evidence to HRO for certification to receive reduced tuition. The steps are shown in

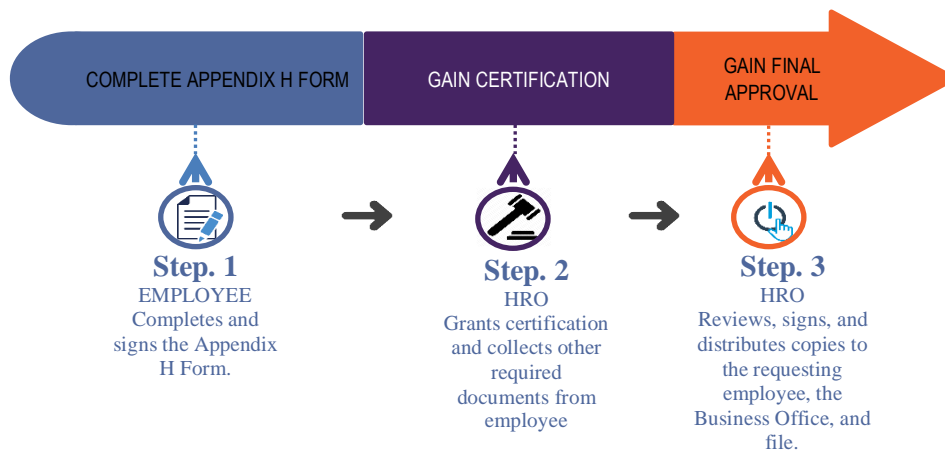


Figure -2: The Process for Dependents to Apply for Reduced Tuition

Step 1. Employee Completes Appendix H Dependents Eligibility Form.

Employee will complete the Appendix H for a spouse or child dependent who plans to attend school at any of the campuses except FSM-FMI Campus. The form may be retrieved from HRO staff/representative, online or hard copy of this manual issued to individual employee. Once form is completed, employee or depending will provide HRO the form in hard copy or through email.

- Appendix H are accepted by the HR staff/reprehensive at each campus cite. They will review the form for completeness and accuracy then forward the form to HRO, specifically to the office email address: hro@comfsm.fm.
- Appendix H for employees at National Campus may be received by email or in hard

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copies with the required supporting documents such as marriage certificate, birth certificate and/or SAR copy.

Step 2. Employee Gains Certification from HRO

Employee will forward to HRO completed Appendix H and relevant required supporting documents required and described below.

- When a spouse of an employee is applying for tuition reduction benefit, in addition to Appendix H, a marriage certificate or affidavit of marriage is required.
- When a child dependent of an employee is applying for tuition reduction benefit, in addition to Appendix H, a copy of birth certificate that named the employee as the natural parent will be required.
- When a child dependent of an employee is applying for tuition reduction benefit and the child is not a biological child of the employee, in addition to Appendix H, a copy of birth certificate, and court adoption papers are required.
- When a child dependent of an employee who is over the age of 22 years old is applying for tuition reduction benefit, in addition to Appendix H, a copy of birth certificate and SAR are required.
- When the natural child of a spouse of an employee is applying for tuition reduction benefits, in addition to Appendix H, a copy of the birth certificate and a marriage certificate for the step parent who is an employee are required.

The HRO uses these steps to handle appendix H after concluding its review:

- HRO will review Appendix H and supporting documents submitted. When form is complete and dependent meets eligibility requirements, HRO staff will affix a signature on the form and distribute the Appendix H to relevant offices and file copy and supporting documents in appropriate location at the HRO.
- HRO will return Appendix H to employee if the form is incomplete or missing supporting document not to exceed one (1) week from the date form is received. This returned process is used when HRO finds that an Appendix H does not meet the eligibility criteria for tuition reduction or supporting document is insufficient or incomplete.

Step 3. HRO Distributes Certified Appendix H.

HRO staff will issue copies of the certified Appendix H following these scenarios within the week from is certified.

- For dependents attending classes at a campus site, HR staff will email copies to the business office at that campus and cc HR representative and employee.
- For dependents attending classes at the National Campus, HR staff will provide to business

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office hard/soft copies and issue email copies to employees with email access and hard copies to employees without email access through campus mail.

Step 4. Business Office Applies Tuition Reduction.

When the business office receives the certified Appendix H, the staff will apply the tuition reduction policy toward the courses taken by the dependent during that semester provided that they meet the deadline of submission of *no later than the last day of the add and drop per college catalogue a dependent is enrolled at the college.*

4. Timelines

Appendix H *Dependents Eligibility Form* and Appendix I *Education Development Request Form* are due at Business Office no later than the last day of the add and drop per college catalogue a dependent or an employee is enrolled at the college. The college will not accept any Appendix H or I submitted after the deadline and no tuition waiver or reduction will apply. The exception to this policy is FSM-FMI Campus where tuition is free.