

COLLEGE OF MICRONESIA-FSM

ADMINISTRATIVE PROCEDURES NO. 6027

Tuition Waiver and Reduction

Date Adopted: 1 April 1993, 16 November 2018

Date Revised: 30 May 2015, 30 September 2010, 28 January 2008

Date Reviewed: 11 August 2017, 16 November 2018

References: Chapter 2, Human Resources Manual, August 30, 2017

Frequently Asked Questions	
How many classes can I enroll for per semester under the tuition wavier 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.
Do I need to fill out the Appendix H Dependents Eligibility Form each semester for my dependent?	✓ Yes

1. Reduced Tuition for Employee and Dependents

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.

*Full time regular employees will be required to pay the registration fee only.
Dependents will be required to pay all fees.*

Source: COM-FSM BP 6027.

2. Employees 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. Employees who wish to take courses must follow these steps prior to registration. Employee will provide HRO a copy of Appendix I if the request is approved.

Step 1. Complete Appendix I Request for Educational Development Form. Appendix must be fully completed and signed. Appendix may be obtained from HRO, online or hard copy manual issued to individual employee.

Step 2. Gain Certification and Endorsement from Supervisor. Supervisor must 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.

Step 3. Gain Approval from Vice President. If request is approved, the relevant box will be checked, signed by the VP and the appendix will be returned to the employee to register while a copy is issued to HRO. If request is not approved, the relevant box will be checked and form will be signed by VP and appendix will be returned to the employee and/or employee's supervisor to implement the decision.

3. 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 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 2.1.

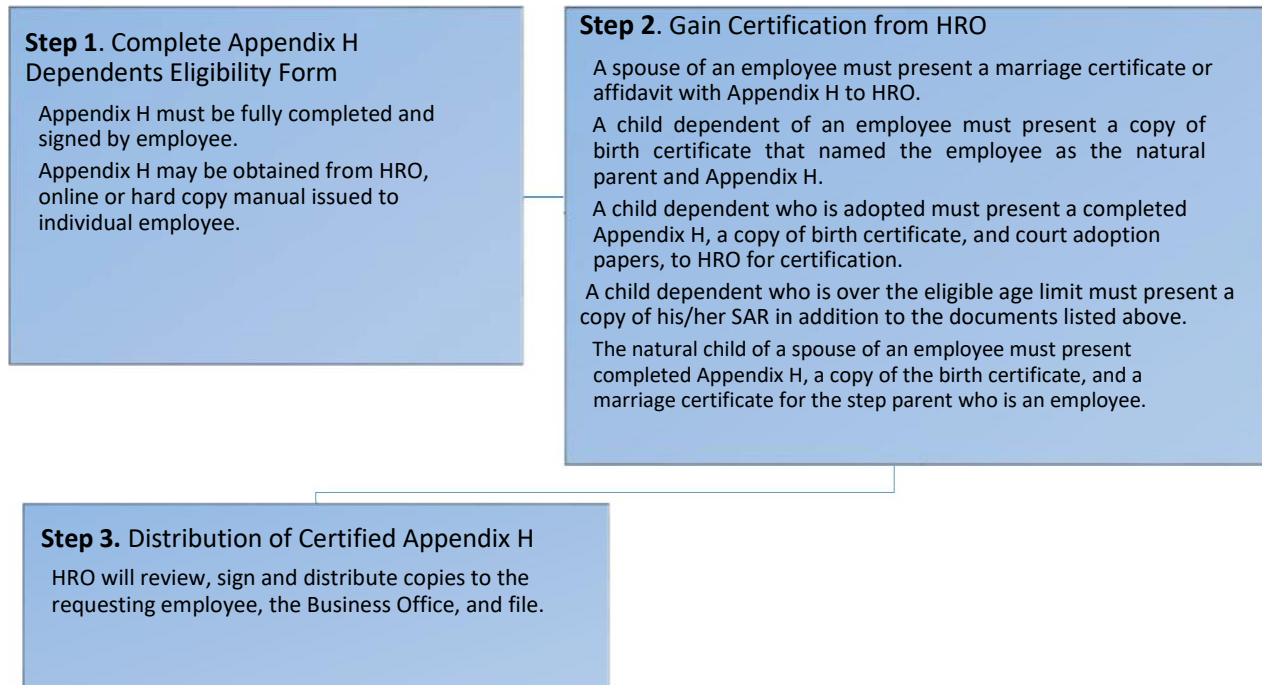


Figure 2.1. The Process for Dependents to Apply for Reduced Tuition

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 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.

See Board Policy No. 6027