

POLICY 003

Tuition Waiver and Reduction

1.0 POLICY

It is the policy of COM-FSM to allow waiver of tuition and auditing fee up to six (6) COM-FSM credit hours each academic semester for all 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. (See Section X.3.d of the Personnel Policy & Procedures Manual).

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

2.0 PURPOSE

The purpose is to specify and define the rights and responsibilities of the employee and his/her dependent in regard to waiver and reduction of tuition and applicable fees

3.0 APPLICATION/ELIGIBILITY

This policy applies to all full-time regular employees of the College. (See definitions on page 3).

Employees on college approved staff development program may receive waiver beyond the six credits depending on the terms of their individual staff development agreement.

4.0 RESPONSIBILITIES

The President has the overall authority for implementing this policy. Supervisors are responsible for the day to day implementation of this policy. Supervisors are responsible for distributing the approved form. Supervisors must consider the effect on the work flow of the office when considering the request.

Employees are responsible for understanding and complying with this policy. Requesting employee and/or his/her dependents are responsible for providing the necessary forms to the offices above.

Human Resources Office is responsible for maintaining employee records and for certifying the Dependents Eligibility Forms.

The Office of Admissions and Records is responsible for checking the approved Educational Development Request form before allowing the employee to register.

Business Office is responsible for checking the approved Educational Development Request and Dependent's Eligibility Forms and charge accordingly.

5.0 PROCEDURE

Employees Taking Courses

Employees who wish to take courses during working hours must:

1. Consult with their immediate supervisor (Supervisor should consider the time the course is offered and affect of the employee's absence.)
2. Consult with the course instructor, if auditing
3. Complete Request for Educational Development Form
4. Present a copy of approved Educational Development Request Form [see Appendix P] during registration and submit a copy to HR for file.

Dependents Taking Courses

Dependents who wish to take courses must present a completed Dependents Eligibility Form [see Appendix O] and the required documents to HR for certification. The required documents are:

1. Spouse – marriage certificate or affidavit.
2. Biological children – birth certificate.
3. Adopted children – legal adoption papers.
4. **Children of spouse** – marriage certificate or affidavit for spouse and child's birth certificate or **legal adoption papers**. The certified form is to be presented at registration as proof of eligibility for tuition reduction.
5. **Biological, legally adopted, and step- children over the age of 22 - copy of Student Aid Report [SAR] from Financial Aids Office.**

Conditions

1. In case of a death, divorce, or termination of the employee, his/her dependent can , finish the semester without additional cost to the spouse.
2. If the employee terminates his/her employment during the semester in which his/her dependent is enrolled in classes, the dependent can finish the semester without any additional cost.

6.0 DEFINITIONS

Employment Contract: A contract where an individual employee receives appointment to a position and where an employer-employee relationship exists between the College and the individual. The employee herein and the conditions of employment are governed by the Personnel Rules and Regulations.

Regular Employee: An employee with an established position by the Board and whose salary is assigned per annum rates.

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.

.