
SUBJECT: TUITION REDUCTION (SALARIED EMPLOYEES ONLY)

1.0 QUALIFICATIONS

- 1.1. Individuals qualifying for tuition reduction will be early retired/retired employees who had at least five years of College service and/or those salaried/appointed employees who work at least seventy-five percent (75%) of the fiscal year, their spouses, and their dependents.
- 1.2. Dependents, for purposes of this policy, are the children of the employee including step children and legally adopted children who are unmarried and are under the age of 26. If a child is under the age of 26 and divorces they can receive the tuition benefit until they turn 26 or remarry. If a dependent child turns 26 years of age or marries, he/she can finish the current semester enrolled on the tuition reduction policy. If an employee terminates from the college a dependent can finish the current semester enrolled on the tuition reduction policy.

2.0 BENEFITS AND LIMITATIONS

- 2.1. Qualifying employees shall be entitled to a reduction in tuition amounting to 100% of a maximum of six (6) credit hours per semester, unless written approval is given by the president for additional credits.
 - 2.1.1. Qualifying employees shall be entitled to a reduction in tuition amounting to 100% for EMT courses. Fees for EMT courses are to be paid by the employee.
 - 2.1.2. All general student fees are waived, but not other fees as established for specific courses.
 - 2.1.3. Employees taking classes during normal working hours must have written approval by their immediate supervisor, and non-exempt employees' time must be made up on a regularly scheduled basis.
- 2.2. Spouses of qualifying employees are entitled to a reduction of tuition amounting to 100% of the normal tuition rates up to a maximum of a full student credit load up to and including 20 credit hours as defined by institutional policy. All student and special fees must be borne by the family.
- 2.3. Dependents of qualifying employees are entitled to a reduction of tuition amounting to 100% of the normal tuition. All student and special fees must be borne by the family. Dependents may register for a full student credit load up to and including 20 credit hours.

- 2.4. Employees, spouses and dependents must remain students in good standing as defined by institutional policy (2.0 GPA) in order to maintain eligibility in the program.
 - 2.4.1. If an eligible student employee, spouse, or dependent child falls below the minimum GPA standard, the student will be put on probation for the next semester they are registered.
 - 2.4.2. If the student fails to maintain a 2.0 GPA the next semester, the waiver will be forfeited until completion of a subsequent semester (at family expense) with a semester GPA of at least 2.0.
 - 2.4.3. Eligibility will be restored upon completion of the semester and after evidence is provided that the GPA standard has been met.
 - 2.5. Credit courses must be completed or the tuition waiver returned in full to the College in order to restore eligibility under this policy.
 - 2.6. Tuition reduction request forms must be completed by all participants. These forms may be obtained from the Human Resource Office.
- 3.0 BENEFITS AND LIMITATIONS (Non-Credit Courses)
- 3.1. Qualifying employees, their spouses, and dependent children shall be entitled to a reduction in tuition amounting to 50% of normal tuition for non-credit courses. Any fees (other costs) established for specific courses must be borne by the family. Merit badge courses are excluded from coverage.
 - 3.2. Tuition reduction claim forms are available at the designated campus location.