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**SUBJECT: TUITION REDUCTION (SALARIED EMPLOYEES ONLY)**

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**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. Dependents, for purposes of this policy, are the children of the employee including stepchildren and legally adopted children who are under the age of 26. If a dependent child turns 26 years of age, 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. To receive the tuition reduction, the Request for Tuition Reduction form must be received in the Scholarship Office no later than 21 calendar days after the semester or block has started (of which you want to receive the waiver). It must first be signed by the Human Resource Office, who will forward it to the Scholarship Office. Any Tuition Reduction forms received after the 21 days will not be accepted for the tuition waiver.
- 2.2. 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. 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. All general student fees are waived, but not other fees as established for specific courses. 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.
- 2.3. 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.
- 2.4. 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. 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. 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. 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. 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 or the Human Resource website.

### 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 forms are available at the designated campus location or on the Human Resource website.