

# TUITION WAIVER EXEMPTION/WAIVER GUIDELINES

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## ONLINE ELECTRONIC TUITION WAIVER (eTUITION WAIVER)

### Staff (Full-time), Faculty (Full-time), Early Retiree and Board of Trustees

These individuals are eligible for ten (10) credit hours per semester. The Exemption/Waiver covers both resident tuition and student fees. **These individuals should pay lab fees, class fees, and off-site usage fees before the tuition due date.** Late fees and collection fees will apply to accounts with delinquent balances.

Authorization: The Department Supervisor **verifies eligibility** and approves the online exemption/waiver form.

### Staff Dependent, Faculty Dependent, Early Retiree Dependent and Board of Trustees Dependent

These dependents (natural or legally adopted children and step-children who receive at least one-half of their support from the full-time employee) are eligible to receive an Exemption/Waiver that will only pay resident tuition cost for classes.

**Dependents are required to pay student fees, off-site usage fees, lab fees and class fees before the tuition due date.** Late fees and collection fees will apply to accounts with delinquent balances.

Authorization: The Department Supervisor **verifies eligibility** and approves the online exemption/waiver form.

## PAPER FORM TUITION EXEMPTION/WAIVER GUIDELINES

### Adjunct Faculty

Adjunct faculty is allowed an Exemption/Waiver for themselves **OR** for one dependent. One class per semester, not to exceed five (5) credit hours, is allowed on a space available basis. Resident tuition costs are waived but adjunct faculty **are required to pay student fees, off-site usage fees, lab fees and class fees before the tuition due date.** Late fees and collection fees will apply to accounts with delinquent balances. Classes taken should not be taken during the employee's scheduled hours of work.

Eligibility: Employee must have taught four semesters. This benefit is available for the term following the fourth semester. Employee must have a current active assignment. High school concurrent enrollment instructors are not eligible for this benefit.

Authorization: The Associate Dean **verifies eligibility** and signs the Exemption/Waiver form.

### Staff Part-Time

Part-time hourly employees are allowed an Exemption/Waiver for themselves. One class per semester, not to exceed five (5) credit hours, is allowed on a space available basis. Resident tuition costs are waived but adjunct part-time hourly employees **are required to pay student fees, off-site usage fees, lab fees and class fees before the tuition due date.** Late fees and collection fees will apply to accounts with delinquent balances. Classes taken should not be taken during the employee's scheduled hours of work. Workstudy students do not qualify for this benefit.

Eligibility: Employee must have three (3) years of consecutive service. This benefit is available for the term following the third-year anniversary of the employee. Employee must have a current active assignment. Authorization: The Human Resources Benefits Department **verifies eligibility** and signs the Exemption/Waiver

### Non-Credit Courses

Non-credit courses usually do not qualify for an Exemption/Waiver. An individual requesting a "non-credit" Exemption/Waiver should contact the program coordinator. Registration for non-credit courses requires the approval of the program coordinator prior to the first session of class.

For information regarding program coordinators call 957-5200.

**Employees should follow scheduled payment deadlines to avoid late fees and penalties. The paper "Request for Tuition Exemption/Waiver" form must be filled out completely before it can be processed.**

For a complete explanation of this staff and faculty benefit, please refer to the policy: [Tuition Benefits 4.03](#).