

TUITION WAIVER EXEMPTION/WAIVER GUIDELINES

ONLINE ELECTRONIC TUITION WAIVER (eTUITION WAIVER)

Staff (Full-time) and Faculty (Full-time)

These individuals are eligible for eleven (11) credit hours per semester. The Exemption/Waiver covers both resident and non-resident tuition cost and student fees. **These individuals are required to pay lab fees, class fees, off-site usage fees, and any other expenses 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. Individuals wishing to take courses during regular work hours will need written approval from their immediate supervisor. Refer to the Tuition Benefit for additional restrictions and exemptions.

Staff Dependent and Faculty Dependent

Eligible individuals include a legal spouse or domestic partner and dependents (natural or legally adopted children under the age of twenty-six (26), including the children of an employee's domestic partner, and the children for whom the employee has legal guardianship) are eligible to receive an Exemption/Waiver that will pay resident or non-resident tuition cost for classes. There is no restriction as to time or number of hours. **These dependents are required to pay student fees and special fees such as laboratory fees, off-site usage fees, and any other expenses 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 WAIVER GUIDELINES

Adjunct Faculty

Adjunct faculty are allowed an Exemption/Waiver for themselves **AND** for one dependent. One class per semester, not to exceed six (6) credit hours. Resident or non-resident tuition cost is waived but adjunct faculty **are required to pay student fees and special fees such as laboratory fees, off-site usage fees, and any other expenses 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: Adjunct Faculty must have finished teaching their first semester and have an active teaching assignment for the semester for which the Exemption/Waiver is being submitted. An active teaching assignment during the summer semester is not required.

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

Part-Time Hourly Employees

Part-time hourly employees are allowed an Exemption/Waiver for themselves One class per semester, not to exceed six (6) credit hours. Resident or non-resident tuition cost is waived but part-time staff **are required to pay student fees and special fees such as laboratory fees, off-site usage fees, and any other expenses 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: Part-time hourly employees are eligible after two years of consecutive employment. Work Study employees do not qualify for a tuition benefit.

Authorization: The Human Resources Benefits Department **verifies eligibility** and signs the Exemption/Waiver.

Retirees and Retiree Dependents

Retirees of the college and their dependents may register for classes without restriction as to time or number of hours. Resident or non-resident tuition cost is waived but **retirees and dependents of retirees are required to pay student fees and special fees such as laboratory fees, off-site usage fees, and any other expenses before the tuition due date.** Late fees and collection fees will apply to accounts with delinquent balances.

Eligibility: Retirees of the college and their dependents are eligible if the retiree has completed ten (10) or more years of continuous full-time service immediately before retirement.

Authorization: The Human Resources Benefits Department **verifies eligibility** and signs the Exemption/Waiver.

Board of Trustees' Members

These individuals are eligible for eleven (11) credit hours per semester. The Exemption/Waiver covers both resident and non-resident tuition and student fees. **These individuals are required to pay lab fees, class fees, off-site usage fees, and any other expenses before the tuition due date.** Late fees and collection fees will apply to accounts with delinquent balances.

Authorization: The Human Resources Benefits Department **verifies eligibility** and signs the Exemption/Waiver.

Board of Trustees Dependents

Eligible individuals include a legal spouse or domestic partner and dependents (natural or legally adopted children under the age of twenty-six (26) including the children of a domestic partner, and the children for whom the employee has legal guardianship) are eligible to receive an Exemption/Waiver that will pay resident or non-resident tuition cost for classes. There is no restriction as to time or number of hours. **These dependents are required to pay student fees and special fees such as laboratory fees, off-site usage fees, and any other expenses before the tuition due date.** Late fees and collection fees will apply to accounts with delinquent balances.

Authorization: The Human Resources Benefits Department **verifies eligibility** and signs the Exemption/Waiver.

Workforce Training & Continuing Education Courses

Continuing education courses taken for credit are included, provided the minimum enrollment for the class is met. The Workforce Training & Continuing Education sets minimum enrollment levels.

For noncredit continuing education courses, a 20 percent tuition discount is offered for eligible persons.

Courses offered in partnership with a third-party vendor may not be eligible. Contact Workforce Training & Continuing Education, 801-957-5200, for information.

Employees should follow scheduled payment deadlines to avoid late fees and penalties. The form "Request for Tuition Exemption/Waiver" 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](#)

REQUEST FOR TUITION EXEMPTION/WAIVER



Semester

Year

EXEMPTION/WAIVER CATEGORIES (Check Only One)

(If Dependent, also Give Name and ID # of Dep.):

- | | |
|---|--|
| <input type="checkbox"/> Staff – Full Time (use eTuition Waiver)
<input type="checkbox"/> Faculty – Full Time (use eTuition Waiver)
<input type="checkbox"/> Adjunct Faculty
<input type="checkbox"/> Staff – Part Time*
<input type="checkbox"/> Retired 10+ Years Faculty/Staff*
<input type="checkbox"/> Board of Trustees* | <input type="checkbox"/> Staff Dependent – Full Time (use eTuition Waiver)
<input type="checkbox"/> Faculty Dependent – Full Time (use eTuition Waiver)
<input type="checkbox"/> Adjunct Faculty Dependent
<input type="checkbox"/> Retired 10+ Years Faculty/Staff Dependent*
<input type="checkbox"/> Board of Trustees Dependent* |
|---|--|

Last, First Name of Employee

Banner ID Number

Last, First Name of Dependent

Dept./Division and Mail Stop

Daytime Phone #

Student ID # of Dependent

COURSE INFORMATION

CRN	SUBJ	CRSE NO.	SEC NO.	Credit Hours	Course Title	Day or Evening	Class Hrs Per Week
Total Credit Hours					Total Class Hours Per Week		

I have read the Tuition Exemption/Waiver Instructions. The information provided above is complete and accurate. I certify that I, or my dependent, qualify for the Tuition Exemption/Waiver requested.

Employee/Applicant Signature
(Dependents do not sign)

_____/_____/_____
Date Signed

All Tuition Exemption/Waiver forms require the signature of the Supervisor/Division Chair or the HR Benefits Manager if the applicant is an SLCC retiree or part-time staff.

Supervisor/Division Chair/
*HR Benefits Manager Signature

_____/_____/_____
Date Signed

Revenue Services Department Use Only:

First and Last Name of Processor

Date Posted to Banner

Amount of Exemption/Waiver \$ _____

Amount of Fees to be Paid by Student: \$ _____