

## TUITION REMISSION EXEMPTION/REMISSION GUIDELINES

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### ONLINE ELECTRONIC TUITION REMISSION (eTUITION REMISSION)

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

These individuals are eligible for eleven (11) credit hours per semester. The Exemption/Remission 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/Remission form. Individuals wishing to take courses during regular work hours will need written approval from their immediate supervisor. Refer to the [Tuition Benefits Policy](#) 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/Remission 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/Remission 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 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/Remission 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/Remission 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 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 and SLCC Assistant Attorney General**

These individuals are eligible for eleven (11) credit hours per semester. The Exemption/Remission 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 Dependent and SLCC Assistant Attorney General 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/Remission 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. 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/Remission" 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/REMISSION



Semester

Year

## EXEMPTION/REMISSION CATEGORIES (Check Only One)

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

- |   |   |
|---|---|
| <input type="checkbox"/> Staff – Full Time (use eTuition)   | <input type="checkbox"/> Staff Dependent – Full Time (use eTuition)   |
| <input type="checkbox"/> Faculty – Full Time (use eTuition) | <input type="checkbox"/> Faculty Dependent – Full Time (use eTuition) |
| <input type="checkbox"/> Adjunct Faculty                    | <input type="checkbox"/> Adjunct Faculty Dependent                    |
| <input type="checkbox"/> Staff – Part Time*                 | <input type="checkbox"/> Retired 10+ Years Faculty/Staff Dependent*   |
| <input type="checkbox"/> Retired 10+ Years Faculty/Staff*   | <input type="checkbox"/> Board of Trustees Dependent*                 |
| <input type="checkbox"/> Board of Trustees*                 | <input type="checkbox"/> SLCC Ass't AG Dependent*                     |
| <input type="checkbox"/> SLCC Ass't Attorney General*       |   |

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/Remission Instructions.  
The information provided above is complete and accurate. I  
certify that I, or my dependent, qualify for the Tuition  
Exemption/Remission requested.  
All Tuition Exemption/Remission forms require the  
signature of the Supervisor/Division Chair or the HR  
Benefits Manager if the applicant is a SLCC retiree or part-  
time staff.

Employee/Applicant Signature

Date

Supervisor/Division Chair  
(Dependents do not sign)

Date

## 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: \$