

TUITION WAIVER, REDUCED TUITION AND TUITION REMISSION

PURPOSE

The purpose of the Edison State Community College policy is to recognize the importance of continued education and to provide support to employees, spouses, and/or dependent children to continue their education.

POLICY STATEMENT

It is the policy of Edison State Community College to provide a tuition waiver for Edison State credit courses, a reduced tuition for Edison State non-credit courses, and tuition remission for undergraduate and postgraduate coursework.

Tuition Waiver, Credit Courses

Any faculty member, administrative, professional/technical, or classified employee of Edison State Community College is entitled to enroll in credit classes offered by the College without payment of the basic instructional fee. Such enrollee shall pay all other fees, such as the general fee and lab fees, if applicable, and shall receive appropriate credit upon the successful completion of each course. The scheduling of classes shall be made in cooperation with the supervisor so there are no conflicts with the employee's commitments to the College.

A full-time employee's spouse and/or dependent children are entitled to enroll in credit classes offered by the College without payment of the basic instructional fee. A spouse and/or dependent children of part-time administrative, professional/technical, and classified staff, who are regularly scheduled half time or more, will have a portion of their basic instructional fees waived relative to the percentage of full-time employment.

Adjunct faculty members must have taught in the previous semester or are currently teaching to be eligible.

A spouse and/or dependent children of an adjunct faculty member who has taught the previous semester or is currently teaching are entitled to enroll in credit classes offered by the College without payment of the basic instructional fee. Such spouse and dependent children shall pay all other fees, including the out-of-state tuition charge, if applicable. The waiver will be based upon the value of one (1) credit hour of tuition waiver for every two (2) credit hours taught (rounded down). The tuition waiver is valid for the current semester or the following semester it is earned.

The guideline of the Internal Revenue Service will be applied in determining the dependent status and relationship to the employee.

In the event that employment should terminate for any reason during a term, partial payment for the course(s) then being taken by the employee, employee's spouse, and/or dependent children, shall be payable on a pro-rata basis if the enrollee continues in the course. Reduced Tuition, Non-Credit Courses

Any employee of Edison State Community College may attend non-credit courses offered by the College, provided that in each individual case:

- Attendance in a given course does not interfere with nor detract from the employee's regularly assigned duties,
- Sufficient fee-paying students are enrolled to support the course,
- A fee is paid to cover course supplies, and
- Space is available in the class.

Adjunct faculty members must have taught in the previous semester or are currently teaching to be eligible.

Only a permanent (non-temporary) employee's spouse and/or dependent children are entitled to enroll in non-credit classes offered by the College with reduced payment (subject to the conditions above).

The guideline of the Internal Revenue Service will be applied in determining the dependent status and relationship to the employee.

This benefit does not extend to those courses which are declared by the President of the College to be extraordinary in content, cost, or fees.

Tuition Remission

It is the policy of Edison State Community College to underwrite a portion of the cost of tuition for undergraduate and postgraduate coursework for all regular full-time and benefits-eligible part-time administrative, professional/technical, and classified employees taken at regionally accredited, four-year colleges and universities. The course must directly apply to the employee's current position or prepare the employee for advancement opportunities within the College. The tuition remission must be applied for and approved in advance by the employee's supervisor and the Chief Human Resources Officer. The College will budget each fiscal year (July–June 30) a pool of funds based on the availability of funds.

The remission begins the semester immediately following the semester in which employment begins unless preapproved by an employee's supervisor and the Chief Human Resources Officer. The employee must continue employment with the College throughout the period of educational enrollment.

PERSONS AFFECTED

All Edison State Community College employees and permanent employee's spouse and/or dependent children as defined above.