

# **NORTHEAST COMMUNITY COLLEGE**

**ADMINISTRATIVE PROCEDURE NUMBER: AP-7622.0**

**FOR POLICY NUMBER: BP – 7622**

## **EMPLOYEE TUITION WAIVER**

### **1. PROCEDURE SUMMARY STATEMENT**

To establish protocol for employee tuition waivers.

### **2. DEFINITIONS**

2.1 Tuition Waiver – waivers for eligible employees or retirees and their qualified dependents. The waiver is for credit courses and non-credit courses which are eligible for state aid. The waiver is for tuition only and does not include fees, books, or other course-related costs.

### **3. PROCEDURE**

#### **3.1 Eligibility**

3.1.1 Eligibility for tuition waivers is limited to:

3.1.1.1 Full-time employees;

3.1.1.2 Former full-time employees who have retired from Northeast at the age of fifty-five (55) or older with a minimum of fifteen (15) years of service to the College; and,

3.1.1.3 Qualified part-time employees as defined in BP-7630 Part-time Employee Benefits.

3.1.2 In addition, the qualified dependents of eligible employees or retirees are also eligible for the tuition waiver. Qualified dependents shall include the employee's spouse and unmarried children (son, daughter, stepson, stepdaughter) who are less than twenty-four (24) years of age and either reside with the employee or can be claimed on the employee's most recent tax return, or other qualified legal documents for verification purposes.

#### **3.2 Amount of Waiver**

3.2.1 The amount of the tuition waiver is as follows:

3.2.1.1 100% for full-time employees and their qualified dependents;

3.2.1.2 100% for eligible retirees and their qualified dependents; and,

3.2.1.3 50% for eligible part-time employees and their qualified dependents.

3.2.1.3.1 Adjunct instructors are eligible for 50% of the tuition waiver if they had taught a minimum of fifteen (15) credit hours the previous academic year from the date of applying for the tuition waiver.

### 3.3 Application Process

3.3.1 To apply for a tuition waiver, the employee or retiree must complete an Employee or Dependent Tuition Waiver Application and submit it to the Human Resources Office. The application covers one (1) academic year. If the application includes qualified dependents, the employee must submit the top third of their most recent tax return to the application form or other qualified legal documents for verification purposes. Applications are reviewed and formally approved by the Associate Vice President of Human Resources.

## 4. APPLICABILITY

N/A

**ISSUE DATE:** 01/21/2020

**EFFECTIVE DATE:** 01/21/2020

**REVISION DATE(S):** 03/08/2001 (item #8898); 12/01/2014; 01/21/2020

**PRIOR POLICY/PROCEDURE NUMBER:** 4138.a

**SCHEDULE FOR REVIEW:** 2025

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Human Resources

**SPONSORING DIVISION/DEPARTMENT:** Human Resources

**RELATED PROCEDURES/ REFERENCE:** none

**PROCEDURE KEY WORDS:** employee tuition waiver