

3357:13-16-53 Tuition Remission Policy Adjunct Faculty

- (A) Eligible employees include adjunct faculty as well as their immediate family members, as defined below. Tuition remission for adjunct faculty and their immediate family members will be based upon the value of one (1) credit hour of tuition remission for every two (2) credit hours taught (rounded down).
Example: Adjunct faculty member who teaches 7 credit hours in a term would receive 3 hours of tuition remission waiver ($7/2=3.5$, rounded down to 3).
- (B) Immediate family is defined as a spouse, or child under twenty-five (25) years of age who meets at least one of the following criteria:
- (1) Is the natural child of the College employee.
 - (2) Is the legally adopted child of the College employee.
 - (3) Is a stepchild of the College employee.
 - (4) Is a foster child of the College employee living in the same household.
- (C) Tuition remission waiver is valid for the academic term following the term it is earned with the exception of the Spring term. Tuition remission earned in Spring may be applied to either Summer or Fall terms or split between the two.
- (D) Applies to credit courses only. The College will pay instructional, contact hour and general fees. All other fees will be non-remitted. Employees and/or immediate family members are entitled to the same enrollment consideration as any other student of the College.
- (E) For credit courses taught by an outside provider, the student will pay the contracted amount. All other fees will be remitted. Employees and/or immediate family members in a credit course(s) are entitled to the same enrollment consideration as any other student of the College.
- (F) Applicants must first apply for financial aid or be determined ineligible prior to tuition remission being applied. Applicants receiving aid under any education grant or aid program (does not include Tuition Freedom Scholarship) will receive bursar credit only for the amount of fees not paid by that program. Note: Tuition Remission and Tuition Freedom Scholarship are "last dollar", meaning any federal, state, or private money that is awarded to the student will be applied first. Remaining, eligible fees will be remitted. If eligible for both Tuition Remission and Tuition Freedom Scholarship only one may be applied and the decision may not be changed during the semester.
- (G) All applicants must have approval to take a course(s) from their Dean/Chair and the Human Resources Department.
- (H) Applications for tuition remission must be received by Human Resources no later than the "last day to add a class." Applications received after this date will not be eligible for tuition remission.
- (I) Failure to comply with any of the above provisions will result in the applicant paying all fees.

I acknowledge that I have read and understand the Employee Educational Remission Policy.

_____	_____
<i>Employee</i>	<i>Date</i>
_____	_____
<i>Dean/Chair</i>	<i>Date</i>
_____	_____
<i>Human Resources</i>	<i>Date</i>

Effective: June 23, 2020
Next Review: June 1, 2025
Review Dates: 1/14/09, 6/14/10, 6/23/20

Approved: Board of Trustees: June 26, 1991
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