

3357:13-16-54 Tuition Remission Policy Part-Time Staff

- (A) Eligible employees include part-time staff who are consistently scheduled to work 20 hours/week but less than 30 hours/week. The College will waive specified fees (see below) up to 2 classes per term for the staff member or immediate family combined. Immediate family member 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.
- (B) For credit courses, the College will pay instructional, contact hour and general fees. All other fees will be non-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.
- (C) 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.
- (D) For non-credit courses, the College will pay instructional and general fees providing that space is available and that the non-credit/community service course(s) are adequately funded from sources other than tuition remission.
- (E) Employees shall schedule coursework outside regularly scheduled work hours.
- (F) Applicants must first apply for financial aid or be determined ineligible prior to tuition remission being applied. Applicants receiving aid under any educational 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 immediate Supervisor and/or 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) In order to maintain eligibility for tuition remission, each participant must maintain a grade point average of 2.0. The participant's cumulative grade point average will be reviewed upon application for tuition remission to ensure this minimum is being met. Following the first and second consecutive quarters semesters during which the participant fails to meet minimum grade point average requirements, he/she shall receive warning letters. Following the third consecutive semester, tuition remission will be terminated. The participant will not be granted further tuition remission until a 2.0 cumulative grade point average is achieved. Courses that are failed or classified as a "withdrawal" may only be repeated once.

(J) Failure to comply with any of the above provisions will result in the applicant paying all fees.

(K) Acknowledgement.

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

Employee _____
Date

Supervisor _____
Date

Human Resources _____
Date

Effective: June 23, 2020

Next Review: June 1, 2025

Review Dates: 11/14/2014, 8/7/19, 6/23/20