

NORTH CENTRAL STATE COLLEGE  
POLICY AND PROCEDURES MANUAL

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TUITION REMISSION POLICY  
(FULL-TIME EMPLOYEES)  
Policy No. 3357:13-16-52

Effective: October 25, 2006

- A. Eligible employees include full-time faculty and staff and their immediate family members. Individual 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:
- Is the natural child of the College employee.
  - Is the legally adopted child of the College employee.
  - Is a stepchild of the College employee.
  - 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 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.
- D. It is expected that the employee will remain employed by the College for a minimum of 12 months after the completion of the course(s). Otherwise the employee will be held financially responsible for the amount of tuition remission they and/or their dependent(s) received on a prorated basis.
- E. Employees shall schedule coursework outside regularly scheduled work hours. Recognizing that this is not always possible (i.e. limited course availability, last course to graduate, etc.), the supervisor may grant an employee time off during the workday to attend class while keeping the best interest of the program or department in mind. Employees who are given this opportunity will account for their normal workweek hours during the same week, otherwise accrued time (vacation or personal time) shall be used. Each employee's case will be decided on an individual basis with final decision coming from the supervisor.
- 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 will receive bursar credit only for the amount of fees not paid by that program.
- 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 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. An immediate family member of an employee who died while employed by the College shall continue to be eligible for tuition remission within the constraints of the program until degree completion (or until the amount of credit hours taken equals the amount of credits required for degree completion).

K. An immediate family member of an employee who officially retires from the state retirement system and has 10 years of service credit at the College shall continue to be eligible for tuition remission within the constraints of the program until degree completion (or until the amount of credit hours taken equals the amount of credits required for degree completion).

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

Need to update form to reflect semesters.

Approved by Board of Trustees: R-1996-9 March 27, 1996

Revised: July 1, 2000; September 12, 2003; October 25, 2006, January 28, 2015

CFO (Human Resources)