

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

TUITION REMISSION FOR NONCREDIT CLASSES

Effective: September 1, 1999

Procedure No. 3357:13-16-521

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- A. Employees seeking tuition remission must fill out the "EMPLOYEE REGISTRATION AUTHORIZATION" section. The form **must** be signed and dated by their supervisor.
- B. Dependents (either spouse or children) must fill out the "DEPENDENT REGISTRATION AUTHORIZATION". The employee must sign the form. Also, the form must be signed and dated by the employee's supervisor.
- C. The form then must be sent to the Director of the Innovation Center or the Vice President for Workforce and Community Development for approval (depending on who is offering the course.) The form will be forwarded to Human Resources and appropriate action taken. If approved, the form will be forwarded to the Cashier's Office. If not approved, the employee will be contacted.
- D. After the form has been completely signed and approved, go to the Student Records Office and schedule your courses.
- E. Tuition Remission will cover instructional costs. It will not pay for any lab fees, textbooks or supplies that may be included in the noncredit fee. The student must go to the cashier and pay any fees that may be still owed for their classes.

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[vpas/acmanual/e/pro-tuit.wpd/wp/nov'99/srw](#)