

NORTH CENTRAL STATE COLLEGE  
POLICY AND PROCEDURES MANUAL

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TUITION REMISSION POLICY ADJUNCT FACULTY

Effective: June 14, 2010

Policy No. 3357:13-16-53

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1. 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).

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:

- 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.
2. 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.
  3. 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.
  4. 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 may apply tuition remission only for the amount of fees not paid by that program. No refunds will be made when the value of the tuition remission exceeds the balance owed.
  5. All applicants must have approval to take a course(s) from their Dean/Chair and the Human Resources Department.
  6. 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.
  7. 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.*

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*Employee*

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*Date*

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*Dean/Chair*

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*Date*

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*Human Resources*

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*Date*

Approved: Board of Trustees: June 26, 1991

Revised: July 1, 2000

Revised and approved by the Board of Trustees: June 26, 2002

Revised: 3/2007

Revised: 6/14/10

Revised: 7/31/15