



## 606 POLICY – Tuition Waivers for Employees and Their Dependents

### 606.1 Statement of Policy

Redlands Community College provides opportunities for continuous academic growth for its employees and their dependents in support of all aspects of the Institution's mission. In our continued efforts to promote education, the College will provide half price tuition waivers for full-time employees and their dependents (spouse and children under the age of 24) in Redlands Community College courses.

### 606.2 Definitions

The following definitions are applicable to this policy and related procedure:

Full-time Employee – Any individual that is classified as an actively employed full-time employee on the first day of each semester that is eligible to receive full insurance and retirement benefits.

Eligible Dependents - a current legal or common law spouse and/or child who is related to the full-time employee as a natural child, a legally adopted child, a child for whom the employee has legal guardianship, or a stepchild that is under the age of 24 as of the first day of the semester for which the waiver is requested.

For-Credit Courses – Instructional activities which result in the award of college credit that can be applied toward a college degree (Degree Credit) or which cannot be applied toward a college degree (Non-Degree Credit). Excludes Non-Credit Courses, which does not result in the award of college credit.

Maximum Waiver Amount – The maximum waiver under this policy and procedure for an eligible employee or family member is 50 percent of tuition only for approved for-credit courses, regardless of delivery method. The remaining 50% of tuition and all fees are the responsibility of the employee/family member and payable to the institution when tuition is due.

Tuition Waiver Request Form – The employee and/or family member tuition waiver request form can be obtained through the Human Resources Office. The form must be submitted at the time of enrollment to be waived/paid.



### **606.3 Related Procedures**

The criteria and procedures to be followed in implementing this policy are published in the Procedures section of the Policies and Procedures Manual.

Adopted July 2016

Revised September 2019



## **606 PROCEDURE – Tuition Waivers for Employees and Their Dependents**

### **606.2:1 Statement of Procedure**

Benefited full-time Redlands Community College employees and their dependents who meet specified requirements are eligible for half price tuition waivers/assistance.

### **606.2:2 Tuition Waiver for Full-time Employee**

As authorized by the Oklahoma State Regents for Higher Education, a full-time and permanent staff member enrolling in regular course work will be charged one-half the tuition fee for such work up to 15 hours per semester or 6 hours per summer session except as noted below. All college full-time employees will be considered.

Employees enrolling under the reduced tuition will be required to pay all fees associated with the course in which they have enrolled. Enrollment fees for hours taken over this maximum will be charged at the full rate. At the time of enrollment, the employee must present a Request for Reduced Tuition form, signed by the employee, employee supervisor, and the Executive Vice President of Campus Administration and Finance. This form may be obtained from the Human Resources Office.

The college places no limitations on the number of hours of course work in which employees may enroll outside of the individual's normal working hours. However, such course work cannot interfere with the individual's duties as determined by the individual's supervisor. Permission to enroll in a course during the employee's normal working hours must be obtained from the staff member's supervisor prior to enrollment.

Employees will be limited to a maximum of 6 credit hours of course work each semester, to be taken during the normal work hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. The employee is to use their accrued vacation leave pay if taking courses during their normal work hours.



### **606.2:3 Tuition Waiver for Dependents**

Full-time employees will also receive half price tuition for their current legal or common law spouse and/or dependent children under the age of 24 enrolling in regular course work. All fees associated with the course will be paid at the regular rate.

At the time of enrollment, the dependent must present a Request for Reduced Tuition form, signed by the spouse or child, employee, employee supervisor, and the Executive Vice President of Campus Administration and Finance. This form may be obtained from the Human Resources Office.

### **606.2:4 Denial of Tuition Waiver**

Redlands Community College reserves the right to deny tuition waivers to employees and/or their dependents if the individual has a hold on their student account, (i.e., financial, academic, Registrar's, Financial Aid, Library, etc.).

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