

Category: Personnel

Department: HUMAN RESOURCES

Policy Title: TUITION WAIVER

Policy Statement:

Procedures: Tuition waivers for GCCC courses are available for full-time GCCC employees, their spouse and their dependent children. "Dependent Children" shall be defined as children of full-time staff who are 21 years of age or younger at the beginning of the semester or who are eligible to be claimed as a dependent for tax purposes (a copy of page 1 of the most recent tax return is required when a dependent is over age 21).

Classes must be taken for credit (including pass/fail option) only; no full-time employee, their spouse or dependent children may take classes on an audit basis under this benefit. Tuition waiver forms should be obtained from the Business Office or the Human Resource Office in advance of enrollment. The form must be properly filled out and submitted to Human Resources Office along with a copy of the class schedule printout from the Business Office. Forms must be submitted within 14 days of the start of class.

EMPLOYEES: Employees must obtain supervisor approval prior to enrollment. Supervisors will determine if courses taken are work-related, in such case, the employee may not be required to work a flex schedule to make up time lost. Any course work undertaken by the employee during his/her work shift will require the prior permission of the appropriate administrator. The tuition waiver is not intended to provide a cash refund for employees.

Failure to follow correct procedure or to complete paperwork in a timely manner may result in the loss of this benefit.

Contacts: Director of Human Resources

Approved Date: 7/1/2016

Policy History: 7/1/15, 7/1/16, 12/8/21

Keywords: staff waiver, tuition

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