

500.14 Tuition Waivers: Employees

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Refer to Policy 500.14 for tuition waiver eligibility criteria relating to employees and their spouse/children; the following outlines the process for claiming this benefit.

**Process for Current Employee**

- A. After registering for class(es), the employee must:
1. Complete an Employee Tuition Waiver Request. NOTE: This is not needed if it's an IECC course required for employment or onboarding.
    - Provide information pertaining to the course(s) for which a tuition waiver is requested by attaching the student's schedule of classes.
    - If the employee is requesting a tuition and fees waiver for purpose of professional development, the employee must explain the benefit of the class for the employee and the District.
  2. Secure supervisor's approval/signature on the request form.
- B. Upon receipt of a request form from employee, the supervisor shall:
1. Confirm eligibility of employee, spouse, or child per Policy 500.14.
  2. Confirm the course is beneficial to the employee and IECC if the waiver is being requested for professional development.
  3. Contact the employee or Human Resources if any questions or concerns.
  4. Sign/date the form indicating approval of waiver.
  5. Send a copy to Human Resources.
  6. Forward original to the Business Office at the campus of attendance.
- C. Upon receipt of a request form copy, Human Resources will:
1. Verify eligibility of employee, spouse, or child per Policy 500.14.
  2. Notify supervisor and/or Business Officer at campus of any concerns.
  3. Retain copy in the employee's personnel file.
- D. Upon receipt of a request form, the Business Officer (or designee) will:
1. Calculate the waived charges (including tuition and all fees when the course is for an employee's professional development).
  2. Contact the supervisor or Human Resources if any questions or concerns.
  3. Sign/date the form indicating approval of waiver.
  4. Enter waiver information into Banner.
  5. Retain the Employee Tuition Waiver Request.

**Process When Course is an IECC Course Required for Employment or Onboarding**

- A. The employee should not complete an Employee Tuition Waiver Request form.
- B. By 10-day, the Director of CETL (for CETL courses) or supervisor (other than CETL courses) will complete the Tuition Waiver/Course Completion Notification form to advise the Business Office of the applicable course(s) and the list of employees who took the course(s).
- C. Upon receipt of the Notification form, the Business Officer (or designee) will:
1. Calculate the waived charges, including tuition and fees.
  2. Contact the form originator or HR if any questions or concerns.
  3. Sign/Date the form indicating approval of waiver.
  4. Enter waiver information into Banner.
  5. Retain the Course Tuition Waiver Notification form.

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**Process for Spouse/Children of Deceased Employee**

In the case of the death of a full-time active employee, the Executive Director of Human Resources (or designee) will:

- A. Provide their spouse/child(ren) with eligibility information pertaining to the availability of an employee tuition waiver.
- B. Advise spouse/child(ren) to contact Human Resources to utilize the waiver.
- C. Assist with completion of the Employee Tuition Waiver Request form and serve as the approval source.
- D. Forward original to the Business Officer at the campus of attendance to be processed in the same manner described above.
- E. Retain copy in employee's personnel file.



# Employee Tuition Waiver Request

Per policy and procedure 500.14, employees must complete this form to claim a tuition waiver for IECC courses.

**Employee: Complete this section, attach class schedule, and submit to your supervisor for processing.**

I am an employee at:  FCC  LTC  OCC  WVC  DO  B&I Date of Request: \_\_\_\_\_

Employee Name: \_\_\_\_\_ ID #: \_\_\_\_\_

This waiver is for:  Myself **OR**

Spouse  Child > Name: \_\_\_\_\_

Student ID # or date of birth: \_\_\_\_\_

This waiver is for Term:  Fall  Spring  Summer Year: \_\_\_\_\_ at: \_\_\_\_\_ (college)

**Employee: Complete for Professional Development Course Waiver Only.**

Provide an explanation as to how this course will benefit you and IECC:

**Supervisor: Confirm eligibility, sign, send HR a copy, forward approved requests to Business Office of enrolled college.**

If this is a part-time employee, determine eligibility based on:

Faculty – Credit hours teaching in term designated above (must be 3 semester or more): \_\_\_\_\_

Non-faculty – Hours working (per week) in term designated above (must be 10 hours or more): \_\_\_\_\_

I have confirmed eligibility of waiver for employee/spouse/child. I approve the waiver for employee's Professional Development:

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

### College Business Office Use Only

Tuition Rate: \$ \_\_\_\_\_ X Credit Hours: \_\_\_\_\_ = Total Tuition Waived: \$ \_\_\_\_\_

IF course has been approved for Professional Development, include fees:

Universal Fees Waived: \$ \_\_\_\_\_

Course Fees Waived: \$ \_\_\_\_\_

Total Amount Waived: \$ \_\_\_\_\_

\_\_\_\_\_  
Business Officer's Signature

\_\_\_\_\_  
Date

Entered in Banner by: \_\_\_\_\_ Date: \_\_\_\_\_