

# Employee Tuition Waiver

Columbia Gorge Community College

Based on Bargaining Unit Agreements

## Guidelines:

1. Tuition Waivers must be completed and approved prior to the beginning of the class.
2. Registration shall be in accordance with the College's registration schedule and procedure.
3. Employees shall register during nonworking hours.
4. Employees may take credit or non-credit courses. One credit hour will be considered equivalent to 11 non-credit hours.
5. Attendance in a class by an employee shall not interfere with the employee's regular duties and responsibilities. If an employee is required to take a class, the employee will be allowed time during the workday for the class without loss of pay.
6. It is understood that sufficient enrollment must be present without the enrollment of a tuition waiver student.
7. No tuition waiver student shall displace a tuition paying student.
8. Tuition waivers for Small Business Development Center classes may not always apply and will be determined on a class by class basis by the SBDC Director.
9. Dependent children are those who are under age 24 and as defined by the Internal Revenue Service.
10. Note: The value of the waiver may impact a federal financial aid award.

Tuition may be waived for an employee, spouse or eligible children who attend classes at Columbia Gorge Community College. (Check appropriate box.)

### Full-time Faculty and other Employees

- Full-time Faculty - up to eight (8) credit hours per term
- Other Full-time Employees - up to eight (8) credit hours per term. An employee with five years of service with the college may receive up to nineteen (19) credit hours per quarter for a maximum of one year or three terms while on approved leave of absence without pay.
- Spouse and dependent children - up to nineteen (19) credit hours per term each or a maximum of the credits required to obtain a two year degree in a college program.

### Part-time Faculty and other Part-time Employees

- Faculty & other employees - Tuition shall be waived for the part-time faculty who attends classes at Columbia Gorge Community College up to six (6) credit hours per term in which the employee is working.
- Spouse and dependent children - may use the credit hours which are not used by the employee in a term.
- Spouse and dependent children of employees that work at least 20 hours per week in a term - up to twelve (12) credit hours per term each or a maximum of credits required to obtain a two-year degree in a college program.

### Non-credit Faculty

- Each non-credit faculty member shall be entitled to a maximum total of three (3) credit hours each term in which they actually teach. If not used in the term taught, they may be carried to the next following term. This waiver can be used by the non-credit faculty member, spouse, eligible dependent, or combination thereof. (Not to exceed a total of three credit hours per family.)

I \_\_\_\_\_ request a tuition waiver for \_\_\_\_\_ (Term/Year) for the following persons:

#### (Employee)

Employee	_____	Soc. Sec. Number	_____
Spouse	_____	Soc. Sec. Number	_____
Dependents	_____	Soc. Sec. Number	_____
	_____	Soc. Sec. Number	_____

For the following classes:

Student	_____	Class	_____	Student	_____	Class	_____
CRN	_____	Credits	_____	CRN	_____	Credits	_____
Tuition	_____*	Day/Time	_____	Tuition	_____*	Day/Time	_____
Student	_____	Class	_____	Student	_____	Class	_____
CRN	_____	Credits	_____	CRN	_____	Credits	_____
Tuition	_____*	Day/Time	_____	Tuition	_____*	Day/Time	_____

\* Does not include associated fees that must be paid by the student.

Total credits waived\*\* \_\_\_\_\_ Total tuition value of non-credit classes waived\*\* \_\_\_\_\_

\*\*Include total of all previous waivers submitted for this term.

Pay lab fee and service fee in person at business office.

Employee's Signature: \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

Chief Student Services Officer Signature: \_\_\_\_\_

Date \_\_\_\_\_