

**TUITION OR REGISTRATION – FEES REMISSION**

1. Purpose

The following guidelines are in furtherance of Board Policy 440.1, which extends educational benefits at reduced rates to full-time employees and their spouses and dependent children.

2. Guidelines

A. Employee Enrollment and Work Assignment Responsibility

1. Employee enrollment at reduced rates shall not exceed eleven semester credit hours per semester.
2. All enrollment at reduced rates shall be approved by an authorized supervisor.
3. This policy does not assume that release time from regular working hours will be automatically permitted. Release time is not a right but a privilege that is granted at the authorized supervisor's discretion. Many factors, including but not limited to, the employee's performance, direct applications of the course work to the employee's position, overall benefit of the course work to the employee and the institution, and maintenance of office hours and functions to the students, faculty, staff, and general public are considered prior to the granting of release time. All requests for release time must be approved by the authorized supervisor and may be subject to additional approval requirements established by the campus or unit.
4. Exceptions to A.1 may be granted by the chief executive officer of the campus or unit upon recommendation of the employee's authorized supervisor and the chief academic officer; if such exceptions are for enrollment at a campus or unit other than the site of employment, the chief executive officer of the receiving unit, or designee, must also approve the exception.

B. Spouse and Dependent Enrollment

Spouses and dependent children establish eligibility using the attached forms. Attached are forms for use in approving employee enrollment and establishing spouse and dependent eligibility.

C. Employee's Enrolled in Degree Programs Prior to May 1, 2017

Employees continuously enrolled in a degree program at reduced rates under Board Policy 440.1 prior to May 1, 2017 will receive their original discount level as long as they

remain continuously enrolled in the degree program. Continuous enrollment is defined as a degree-seeking student who completes at least three credit hours in a given calendar year.

#### Attachments

November 11, 2016 (Revised)

April 29, 2016