

NORTHEAST COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURE NUMBER: AP-7622.0
FOR POLICY NUMBER: BP – 7622
EMPLOYEE TUITION WAIVER PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for employee tuition waivers.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 General

3.1.1 Northeast provides waivers for eligible employees/retirees and their qualified dependents. The waiver is for credit courses and non-credit courses which are eligible for state aid. The waiver is for tuition only and does not include fees, books, or other course costs.

3.2 Eligibility

3.2.1 Eligibility for tuition waivers is limited to:

3.2.1.1 Full-time employees

3.2.1.2 Former full-time employees who have retired from Northeast at the age of fifty-five (55) or older with a minimum of 15 years of service to the College.

3.2.1.3 Qualified part-time employees as defined in BP-7630 (Part-time Employee Benefits).

3.2.2 In addition, the qualified dependents of eligible employees/retirees are also eligible for the tuition waiver. Qualified dependents shall include the employee's spouse and unmarried children (son, daughter, stepson, stepdaughter) who are less than 24 years of age and either reside with the employee or can be claimed on the employee's tax return.

3.3 Amount of Waiver

3.3.1 The amount of the tuition waiver is as follows:

3.3.1.1 100% for full-time employees and their qualified dependents

3.3.1.2 100% for eligible retirees and their dependents

3.3.1.3 50% for eligible part-time employees and their qualified dependents

3.4 Application Process

3.4.1 To apply for a tuition waiver, the employee/retiree must complete a Staff/Dependent Tuition Waiver Application and submit it to the Human Resources Office. The application covers one academic year. If the application includes qualified dependents, the employee must submit the top third of their most recent tax return to the application form.

4. APPLICABILITY

N/A

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EFFECTIVE DATE: 12/01/2014

REVISION DATE(S): 03/08/2001 (item #8898); 12/01/2014

PRIOR POLICY/PROCEDURE NUMBER: 4138.a

SCHEDULE FOR REVIEW: 2019

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: employee tuition waiver