

Tuition Waiver

It will be the responsibility of the Business Office to determine the eligibility of an individual to be granted tuition waiver at TVCC as follows:

1. Educational waivers will be granted to full-time employees, their spouse and all dependent children. For purposes of this administrative regulation, full-time employee is defined as employees who work 40 hours a week for 12 consecutive months. Employees who work 40 hours a week for 10 consecutive months or employees who work 75 percent or more of one full-time equivalent during 12 consecutive months will receive a pro-rated educational waiver for the employee, their spouse and all dependent children. All other employees are not eligible for an educational waiver. Dependent children will be defined as unmarried children under the age of 25 who are claimed for federal and state tax purposes the prior year. The employee will be required to sign a dependency verification form prior to the waiver being issued for dependent children.
2. Full-time employees of the College shall be allowed to enroll for not more than seven quarter hours or not more than two classes, during any academic quarter. An employee wishing to enroll for more than seven quarter hours or two classes, and willing to pay the additional costs must get prior approval from their appropriate dean.

The College reserves the right to deny any employee the right to take classes during scheduled work time. Courses may be taken only during the employee's non-working time, unless authorized in writing by their respective appropriate dean.

3. The employee or his/her spouse and dependent children must pay for all books, supplies and any and all fees. Fees must be paid, or a payroll deduct form signed, at the time of enrollment or the enrollment will be canceled as outlined by the regular purging process. Books and supplies must be paid, or a payroll deduct signed, at the time of purchase.

A tuition waiver will be defined as the amount equivalent to the cost of a full-time Oregon in-district resident. Any additional cost will be paid or a payroll deduct signed by the employee at the time of enrollment.

4. Instructors who are not part of the collective bargaining agreement and who teach a credit course(s) will be allowed to enroll for **one** TVCC class on a space available basis. The tuition for the class will be waived if the instructor is teaching a credit course(s) within the same academic quarter that the instructor wishes to enroll in the class. All fees, such as video and technology, included with this class are to be paid or a payroll deduct signed at the time of enrollment. The waiver will not be granted until both the College and instructor sign a teaching contract for the same academic quarter. This waiver is for the instructor and does not extend to the instructor's family members.

5. Instructors who are recognized by the hospital and the Nursing Department to fulfill a supervisory role at the training facility in the absence of the designated clinical instructor shall be allowed to take up to 12 credits within the current year. Should they not fill this role at any time during the year, they will no longer be granted this waiver. These individuals will be required to pay, at the time of enrollment, the appropriate processing fee and any class fees attached to these credits. The Nursing Department will provide a list of these individuals to the Business Office at the beginning of each academic year.
6. This regulation does not apply to seasonal employees, temporary employees, 100 percent funded employees, employees working at CODs or employees who do not meet the definition or criteria set forth in paragraph one. Tuition waivers for faculty are set forth in the collective bargaining agreements.
7. Tuition waivers will only be granted during the period of time the employee actually works for the College. The employee must work for the entire quarter or summer session the employee, spouse or dependent children are enrolled in classes under a tuition waiver. If employment is terminated prior to the end of the quarter or summer session, the tuition waiver will be prorated for the period of time within the quarter that the employee actually worked. "Actually worked" includes vacation and sick leave absences.