Fee Waiver/Tuition Reimbursement – Procedure No. 3-08 (G)

Fee Waivers (for Credit Courses at CSCC)

Benefit for Full Time Staff:

- Employed for at least one quarter
- Registered for Credit Course(s)
- Covers Tuition, application fee, matriculation fee, lab fees (100%)
- Benefit does not cover text books
- Need Supervisor’s approval

Benefit for Part time Staff:

- Employed for 6 months – 1 class per quarter
- Employed for 1 year – 2 classes per quarter
- Registered for Credit Course(s)
- Covers Tuition, application fee, matriculation fee, lab fees (50%)
- Benefit does not cover text books
- Need Supervisor’s approval

Benefit for Dependents:

- Benefit is for dependents of full time staff only
- Dependent is registered for Credit Course(s)
- Covers Tuition only (75%)
- Benefit does not cover application, matriculation fee or lab fees
- Benefit does not cover text books
- Needs Supervisor Approval

Benefit for Adjuncts:

- Teaching at CSCC for a minimum of 2 quarters
- 5% of each contact hour instructed by the adjunct faculty the previous quarter
- Registered for Credit Course(s)
- Covers Tuition, application fee, matriculation fee, lab fees (50%)
- Benefit does not cover text books
- Need Supervisor’s approval

Note: Fee Waiver Form is on the Intranet at the Human Resources web site at www.cscc.edu/hr/hcd/feewaiver.shtml
Tuition Reimbursement (for Credit Courses Outside of CSCC)

- Must be full time staff for at least 1 year
- College/University must be accredited
- Application must include a description of the employee’s proposed educational program
- Educational program must be related to the employee’s job at the college or might expect to hold at the college in the future
- Needs Supervisor’s approval
- Each fiscal year, employee will be permitted to be reimbursed a maximum of $6,000 for undergraduate degree and $8,000 for a graduate degree
- Funds may not be carried over from one year to the next
- Reimbursement is 100% of eligible fees (tuition and general fees; but not application, matriculation, lab or parking fees)
- Benefit does not cover text books
- In order to receive reimbursement, please submit a completed reimbursement form along with documentation of paid fees and final grades to Human Resources within 60 days after completion of the quarter/semester

Note: The Tuition Reimbursement Form may be obtained from Carmelita Boyer at 287-2407.