

**Tuition Waiver (500.14)**

Date Adopted: November 17, 1998

Revised: July 19, 2005

Revised: May 15, 2007

Revised: April 21, 2009

Revised November 17, 2009

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Revised: April 17, 2012

Revised: November 19, 2013

Revised: March 17, 2015

Revised: February 16, 2016

Revised: April 19, 2016

Revised: March 20, 2018

Revised: June 15, 2021

A. Senior Citizens: Tuition is waived for residents of the District who are 60 years or older. Non-credit course fees are not waived.

B. Full-Time Employees: It shall be the policy of the Board of Trustees that tuition shall be waived for all full-time employees (current or SURS qualified retirees) of the District and members of their immediate family. Members of the immediate family shall be defined as the spouse and children of full-time employees. To be eligible for the tuition waiver children must be under 24 years of age. However, a spouse or dependent who has been convicted of criminal conduct that would threaten staff or student health, welfare, or safety; or who was discharged for cause from district employment, shall not be entitled to a tuition waiver. Any full-time employee taking a course that is considered professional development for the area in which they work at IECC shall have all fees waived in addition to the tuition waiver.

In the event of a full-time employee's death during his/her active employment with IECC, his/her children will be given a waiver of in-district tuition to be used during his/her college career up to age 24. A spouse of a deceased full-time employee must use their tuition waiver within 6 years of the date of the death of the full-time employee.

C. Part-time Hourly Employees: It shall be the policy of the Board of Trustees that tuition for a semester shall be waived for all part-time hourly employees of the District and members of their immediate family, who are working 10 hours or more per week in the same semester in which the waiver is sought. Members of the immediate family shall be defined as spouse and children of the part-time employee. To be eligible for the tuition waiver children must be under 24 years of age. Any part-time non-faculty employee taking a course that is considered professional development for the area in which they work at IECC shall have all fees waived in addition to the tuition waiver. This tuition waiver does not apply to student workers (work-study or non-work study), unless they are a dependent of an employee.

D. Part-time Faculty: It shall be the policy of the Board of Trustees that tuition for a semester shall be waived for all part-time faculty of the District and member of their immediate family, who are teaching 3 credit hours or more in the same semester in which the waiver is sought. Members of the immediate family shall be defined as the spouse and children of the part-time employee. To be eligible for the tuition waiver children must be under 24 years of age. Any part-time faculty taking a course that is considered professional development for the area in which they work at IECC shall have all fees waived in addition to the tuition waiver.

E. Discretionary Tuition Waivers: Other types of tuition waivers may be granted at the recommendation of the President of the college with approval of the Chancellor (or designee).

500.14 Tuition Waivers: Employees

Effective date: 2/1/1994

Revised: 4/2006

Revised: 11/8/2006

Revised: 02/06/2008

Revised: 4/19/2016

Revised: 3/7/2018

Revised: 4/4/2018

Revised: 6/2/2021

Revised: 2/7/2024

Refer to Policy 500.14 for tuition waiver eligibility criteria relating to employees and their spouse/children; the following outlines the process for claiming this benefit.

**Process for Current Employee**

- A. After registering for class(es), the employee must:
1. Complete an Employee Tuition Waiver Request.
    - Provide information pertaining to the course(s) for which a tuition waiver is requested by attaching the student's schedule of classes.
    - If the employee is requesting a tuition and fees waiver for purpose of professional development, the employee must explain the benefit of the class for the employee and the District.
  2. Secure supervisor's approval/signature on the request form.
- B. Upon receipt of a request form from employee, the supervisor shall:
1. Confirm eligibility of employee, spouse, or child per Policy 500.14.
  2. Confirm the course is beneficial to the employee and IECC if the waiver is being requested for professional development.
  3. Contact the employee or Human Resources if any questions or concerns.
  4. Sign/date the form indicating approval of waiver.
  5. Send a copy to Human Resources.
  6. Forward original to the Business Office at the college of attendance.
- C. Upon receipt of a request form copy, Human Resources will:
1. Verify eligibility of employee, spouse, or child per Policy 500.14.
  2. Notify supervisor and/or Business Officer at college of any concerns.
  3. Retain copy in the employee's personnel file.
- D. Upon receipt of a request form, the Business Officer (or designee) will:
1. Calculate the waived charges (including tuition and all fees when the course is for an employee's professional development).
  2. Contact the supervisor or Human Resources if any questions or concerns.
  3. Sign/date the form indicating approval of waiver.
  4. Enter waiver information into Banner.
  5. Retain the Employee Tuition Waiver Request.

**Process for Spouse/Children of Deceased Employee**

In the case of the death of a full-time active employee, the Executive Director of Human Resources (or designee) will:

1. Provide their spouse/child(ren) with eligibility information pertaining to the availability of an employee tuition waiver.
2. Advise spouse/child(ren) to contact Human Resources to utilize the waiver.
3. Assist with completion of the Employee Tuition Waiver Request form and serve as the approval source.
4. Forward original to the Business Officer at the college of attendance to be processed in the same manner described above.
5. Retain copy in employee's personnel file.

## Employee Tuition Waiver Request

Per **policy and procedure 500.14**, employees must complete this form to claim a tuition waiver for IECC courses.

**Employee: Complete this section, attach class schedule, and submit to your supervisor for processing.**

I am an employee at: ☐ FCC ☐ LTC ☐ OCC ☐ WVC ☐ DO ☐ B&I Date of Request: \_\_\_\_\_

Employee Name: \_\_\_\_\_ ID #: \_\_\_\_\_

This waiver is for: ☐ Myself **OR**

☐ Spouse ☐ Child > Name: \_\_\_\_\_

Student ID # or date of birth: \_\_\_\_\_

This waiver is for Term: ☐ Fall ☐ Spring ☐ Summer Year: \_\_\_\_\_ at: \_\_\_\_\_ (college)

**Employee: Complete for Professional Development Course Waiver Only.**

Provide an explanation as to how this course will benefit you and IECC:

**Supervisor: Confirm eligibility, sign, send HR a copy, forward approved requests to Business Office of enrolled college.**

If this is a part-time employee, determine eligibility based on:

Faculty – Credit hours teaching in term designated above (must be 3 semester or more): \_\_\_\_\_

Non-faculty – Hours working (per week) in term designated above (must be 10 hours or more): \_\_\_\_\_

I have confirmed eligibility of waiver for employee/spouse/child. I approve the waiver for employee's Professional Development:

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

\_\_\_\_\_  
Date

### College Business Office Use Only

Tuition Rate: \$ \_\_\_\_\_ X Credit Hours: \_\_\_\_\_ = Total Tuition Waived: \$ \_\_\_\_\_

IF course has been approved for Professional Development, include fees:

Universal Fees Waived: \$ \_\_\_\_\_

Course Fees Waived: \$ \_\_\_\_\_

Total Amount Waived: \$ \_\_\_\_\_

\_\_\_\_\_  
Business Officer's Signature

\_\_\_\_\_  
Date

Entered in Banner by: \_\_\_\_\_ Date: \_\_\_\_\_