

The College may provide full or partial tuition funds for full-time employees to attend College classes depending upon budget availability. The employee must receive prior approval from his/her immediate supervisor and appropriate Vice President and the President before enrolling in the course.

The following conditions shall govern the approval of an employee's request for tuition exemption:

- A. Full-time employees are eligible to enroll in one course per semester.
- B. The course must be job-related and specific to the employee's job responsibilities.
- C. All courses will be on a reimbursable basis.
- D. Employees must pay for books and any other special fees associated with the course.
- E. Employees must complete the course successfully with a grade of "B" or better; or in a pass/fail course, the grade of "pass."
- F. The time an employee attends a class shall not be considered work time unless the President has first approved such a request.

All requests are subject to budget availability and may be suspended at any time by the Board or President.

Adopted: 7/01/2018