



## **Employee Waivers of Tuition**

Tuition will be waived for credit courses for EACC full-time employees and their families to include spouse and/or dependent children.

For adjunct faculty and their immediate family to include spouse and dependent children tuition will be waived for credit course hours equivalent to the number of credit hours taught by the adjunct faculty during the semester employed with a maximum credit of four (4) hours waived.

Full-time employees will be allowed to enroll in one course during regular work hours only if they make up the work in an alternate work schedule approved by the appropriate supervisor, senior administrator, and President.

Only courses taken to earn college credit are eligible for an employee tuition waiver. Forms requesting Faculty/Staff Tuition Waivers must be completed and approved prior to classes beginning. Faculty/Staff who do not turn in the tuition/waiver form in a timely manner will be responsible for all charges.

For the purposes of this policy, a dependent child is defined as a child who is:

1. Unmarried; and
2. A natural child, adopted child, stepchild, or foster child, or otherwise able to be claimed as dependent on the employee's tax return; and
3. Under the age of 19 or under the age of 24 and a full-time student or any age if permanently or totally disabled.

All three criteria must be met in order for an employee's child to qualify for a tuition waiver.