

## **Tuition Waiver and Bookstore Discount Policy For Part-Time Employees**

### Eligibility

Part-time employees who have been employed at the College for six consecutive months after their initial date of hire shall be eligible to receive the tuition waiver and bookstore discount benefits described below, during a semester when they are actively employed at the College.

Part-time employees are those employees, other than adjunct faculty, who are employed by the College under an annual contract for less than twenty-five (25) hours. These employees receive an annual contract letter outlining their terms and conditions of employment for each fiscal year.

### Tuition Waiver Benefit

Eligible part-time employees who meet the College's admissions standards shall be eligible to receive a tuition waiver for up to a maximum of eighteen (18) credits and four (4) non-credit course per fiscal year, provided that there are sufficient paid enrollments to justify offering the course and that the courses are not provided by an agency under contract to the College, in which case tuition cannot be waived. Other fees and charges incidental to the courses for which waivers are granted shall be paid by the employee.

Dependents of eligible part-time employees who meet the College's admissions standards shall be eligible to receive a tuition waiver for up to six (6) credit hours per semester or in the summer, limited to credit only courses. Dependents are defined as spouse or civil union partner and child/stepchild up to age 23. Eligibility ceases at the end of the calendar year in which the dependent reaches age 23. Entitlement to tuition waiver is limited to (i) space available in scheduled courses; (ii) a course that has sufficient paid enrollment to justify offering the course; and (iii) instruction provided by College faculty and not courses provided by an agency under contract to the College. Other fees and charges incidental to the courses for which waivers are granted shall be paid by the employee or dependent.

### Bookstore Discount Benefit

Eligible part-time employees and eligible dependents as defined above shall be eligible to purchase, for their own use, merchandise and/or one copy of a book at the College bookstore at a 15 percent (15%) discount on all non-sale items provided that a 15% mark-up exists, and provided the total purchase exceeds five dollars (\$5.00).

*February 17, 2010*

*Revised August 17, 2011*

*Revised June 19, 2013*

*Revised January 16, 2018 (replaced "Permanent Part Time" designation with "Part Time")*