

Tuition Waiver and Bookstore Discount Policy For Part-Time Employees

Eligibility

Part-time employees who have been employed at the College for six (6) consecutive months after their initial date of hire shall be eligible to receive the tuition waiver and bookstore discount benefits described below, while 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 per week. 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 courses 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. The tuition waiver does not cover College services fee, technology fee, student activity fee, textbooks, or other course related expenses. Fees and course related expenses are due at the time of registration. The College reserves the right to require the payment of any outstanding fees before approving tuition waivers.

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 26. Eligibility ceases at the end of the calendar year in which the dependent reaches age 26. For the purposes of Policy 3.4003: Tuition Waiver and Bookstore Discount Policy for Part-Time Employees, dependent children are defined as biological, adopted, or child(ren) under an employee's legal guardianship

Entitlement to tuition waiver for eligible dependents 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 (1) 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).

Revised August 17, 2011

Revised June 19, 2013

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

Revised March 24, 2026