



## TUITION WAIVER REQUEST FORM

(Form is to be completed and approved each semester prior to or at the time of registration to qualify for tuition waiver)

The employee tuition waiver covers tuition and general fees but does not apply toward any special fees, book/supply costs, courses offered only on a non-credit basis or program costs assessed through educational partners for tuition, seat charges or other fees. If the student is using multiple tuition-based funding programs, the other funding will be applied to the student's account before the employee waiver.

Partner programs not covered by tuition waiver as of 1/2/19 – (please contact Financial Aid to inquire about a specific program if not listed below.)

- Automotive Technology (at Four Rivers)
- Industrial Engineering Technology (at Four Rivers)
- Welding (at Four Rivers)
- OTA (articulated thru Mizzou)
- Radiologic Technology (in Rolla)

Employee Name/ID #: \_\_\_\_\_ Department: \_\_\_\_\_

Tuition Waiver for ECC credit classes to be used by:

- ☐ Myself, current employment status is: ☐ Full-time employee ☐ Part-time employee ☐ Adjunct instructor  
☐ Myself, retiree  
☐ My spouse/child (Eligible to full-time employees only) Definition of child: natural child, adopted child, stepchild that lives with you, or other child for whom you are the legal guardian, as long as he/she is under age 24, unmarried, and lives at home.

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

**Semester/Year:** ☐ Fall \_\_\_\_\_ ☐ Spring \_\_\_\_\_ ☐ Summer \_\_\_\_\_

Course #	Course Title	Credit Hrs.	Day(s) of course(s)	Time of course(s)

### ***Employee/Student Verification:***

I have reviewed the **Tuition Waiver and Tuition Reimbursement Policy (5.27)** and agree that I am or my dependent listed above is currently eligible for educational assistance.

\_\_\_\_\_  
Employee/Retiree Signature/Date

\_\_\_\_\_  
Employee's Spouse/Child Signature/Date

**Approving Officials:** (Supervisor and V.P. signature required when the employee is the student)

\_\_\_\_\_  
Supervisor Signature/Date

\_\_\_\_\_  
Vice President Signature/Date

\_\_\_\_\_  
Human Resources Signature/Date

EEW ____	Other tuition/fee waiver used _____	Amount \$ _____
ESW ____	Amount of Employee Waiver \$ _____	FA Initials _____ Date _____



### **5.27 Tuition Waiver and Tuition Reimbursement**

Educational assistance benefits may be provided to employees and retirees.

**Procedures: (Revised 4-6-2006)**

#### **5.27.1 Employee Tuition Waiver (Revised 4-15-2014, 7-23-2014; 2-18-2015)**

East Central College encourages its employees to further their education. Enrollment in classes at East Central College encourages professional and personal growth of employees and provides a tangible fringe benefit.

The employee must complete the Tuition Waiver Request Form and receive the approval of the immediate supervisor, area Vice President and Human Resources prior to the first day of class. Failure to complete the form in advance will result in denial of waiver benefits. Enrollment in the course(s) should be outside the employee's normal working hours and should not interfere with the employee's work responsibilities. Coursework may not be completed during normal working hours.

The employee tuition waiver covers tuition and general fees but does not apply toward any special fees, book/supply costs, courses offered only on a non-credit basis or program costs assessed through educational partners for tuition, seat charges or other fees.

Employees receiving a tuition waiver for themselves or a dependent(s) who separate from the College prior to mid-term in the semester in which the tuition waiver is granted will be required to pay the tuition for that semester. If employment terminates after mid-term, no tuition will be due the College.

#### **5.27.2 Tuition Waiver Eligibility (Revised 4-15-2014)**

Tuition waiver eligibility for full-time and part-time employees begins the semester following the employee's hire date. The following employees are eligible for tuition waiver benefits for ECC credit classes:

- Full-time employees – Eligible for up to six credit hours per semester.
- Part-time employees – Eligible for up to six credit hours per semester.
- Adjunct instructors - Eligible for six credit hours during the semester immediately following completion of their assignment as an adjunct instructor, unless otherwise approved by Human Resources.
- Retirees – Eligible for up to six credit hours per semester. Retirees are defined as individuals who have completed five years of service to East Central College and are eligible for retirement benefits through PSRS/PEERS.
- Spouses – Eligible for up to eighteen credit hours per semester.
- Unemancipated children of full-time employees – Eligible for up to eighteen credit hours per semester which includes dual-tech, dual enrollment, and dual technical credit tuition for unemancipated children who are under the age of 24, unmarried and live in the employee's residence. Unemancipated children may be: natural children, adopted children, stepchildren that live with employee, or other children for whom the employee is the legal guardian.

If the student is using multiple tuition-based funding programs, the other funding will be applied to the student's account before the employee waiver. Should the student drop a course(s) during the semester, the student will be responsible for repaying any charges beyond tuition and general fees. Exceptions to this procedure must be approved by the Director of Financial Aid.

Eligible individuals using a tuition waiver who withdraw or wish to repeat a course are subject to the applicable academic policies and may receive a waiver for only one repeat per course. Repeatedly withdrawing from courses covered by tuition waiver may result in a suspension of the tuition waiver benefit.

### **5.27.3 Approval of Tuition Waiver *(Revised 4-15-2014)***

Requests for tuition waivers for employees must be approved by the employee's immediate supervisor, area Vice President and the Office of Human Resources. These requests must be submitted on the Tuition Waiver Request Form prior to the start of each semester. The course itself, as well as the day and time of the course, are subject to these approvals.

Requests for tuition waivers for retirees, spouses, and/or unemancipated children must be initiated by the employee and must be approved by the Office of Human Resources. These requests must be submitted on the Tuition Waiver Request Form prior to the start of each semester.

**(Adopted 6-1-1992; Revised 6-4-2001; Reaffirmed 4-15-2014)**