

SOUTHWESTERN COMMUNITY COLLEGE	PERSONNEL EMPLOYEE TUITION EXEMPTION PROCEDURES	Procedure 4.02.15.01
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In accordance with Policy 4.02.15 - Employee Tuition Exemption, full-time College employees who enroll in either one (1) curriculum or extension course per semester shall comply with the following procedure:

1. In order to receive the tuition exemption, the employee must complete the **Request to Take Class** form for each curriculum or extension education class each semester and submit the form to their supervisor and subsequently to Human Resources prior to class registration.
2. Upon approval for tuition exemption, the employee will follow the student enrollment process and will be required to meet with an advisor to discuss enrollment. All testing, prerequisites, and corequisites will be required.
3. Employees may not attend SCC classes during regular working hours without written prior approval of the College President. Such requests are to be submitted through the appropriate Dean or Vice President utilizing the **Request to Take Class** form.
4. Attendance in classes during regular working hours will be considered based on the recommendation of the direct supervisor and Vice President. The decision to allow an employee to attend an SCC class during work hours is in the sole discretion of the President.
5. The amount of time an employee attends a class shall not be considered work time unless the President has first approved such a request. Missed work time must be made up or leave time used as approved by supervisor.
6. The employee shall be responsible for charges that may be associated with the tuition exempt course, which may include fees, books, and/or supplies.

Adopted: April 2012

Cross-Reference: 4.02.15 – Employee Tuition Exemption Policy

Revised/Approved: July 23, 2013
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