

<b>OGDEN-WEBER TECHNICAL COLLEGE</b>	Number  520.20	Effective Date 4/23/98 Revised 9/12/19 6/4/20 3/26/24	Page  1 of 1
<b>POLICY</b>	Approval		
Title  <b>TUITION WAIVER</b>			

**1. PURPOSE AND SCOPE**

The purpose of the policy is to provide procedures for applying for a tuition waiver.

**2. POLICY**

It is the policy of the College to waive the cost of tuition and fees for courses offered by the College for eligible employees.

**3. DEFINITIONS**

**3.1 Eligible Employees/individual(s):** All employees of the College, except where positions require the employee to be a student.

**3.2 Family Member:** Spouses and children of salaried employees only.

**3.2.1 Spouse:** An individual legally married to a salaried, benefitted employee of the College and where there is no legal separation or divorce.

**3.2.2 Children:** Individuals 26 years of age or younger or of any marital status who are natural or legally adopted children or stepchildren of a salaried, benefitted employee of the College.

**4. REFERENCES**

- Ogden-Weber Technical College Professional Development policy (#540.18)
- Ogden-Weber Technical College Personnel Classifications policy (#520.5)

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1. The College shall waive tuition and enrollment fees for eligible employees subject to waiver availability.
2. Spouses and children of salaried employees are eligible for a tuition waiver only and must pay all fees.
3. Employees and their eligible family members are responsible for purchasing books, curriculum, and other materials required for the course.
4. Employees shall not be given time off the job to take courses offered during regular work hours. Eligible employees may use the tuition waiver benefit to take courses for professional development purposes.
5. Training required by the employee's supervisor during normal work hours is covered by the Professional Development policy.
6. Tuition waivers can be used for all College programs except courses offered by Custom Fit.
7. Tuition waivers shall be approved every fiscal year and are in effect for the remainder of the fiscal year. Tuition waivers are active as of the date received and are not retroactive to cover past charges.
8. If an employee's or family member's participation in a program or course continues into the next fiscal year, a new "Tuition Waiver Request" form shall be submitted at the beginning of the fiscal year. Failure to do so shall result in the eligible employee/family member being responsible for all tuition and fees incurred.
9. Once a tuition waiver is approved, it cannot be rescinded by the employee for the remainder of the fiscal year. The College reserves the right to rescind tuition waivers.
10. Employees shall complete a "Tuition Waiver Request" form for themselves or eligible family members wanting to enroll in courses at the College.
11. If an eligible employee/family member qualifies for other sponsorships, e.g., Pell grant, then that sponsor is primary. The waiver is secondary.
12. All individuals utilizing tuition waiver shall be held to the College's and programs' progress and attendance standards.

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13. If employees are separated from the College for any reason, the eligible employee/family member shall not be responsible for tuition accrued prior to the separation date. However, outstanding fees prior to the separation date for an employee's family member are the responsibility of the employee. If eligible employees/family members continue the course, they shall be responsible for tuition and/or fees accrued after the separation date.
14. If an employee who is separated from the College for reduction-in-force is currently enrolled in a course or program, the employee shall be permitted to complete the course or program beyond the separation date, at no cost, and not to exceed one year from separation date. Additional training beyond the course or program shall be at the individual's expense