

Section: Tuition Waiver

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Sponsoring Unit/Department: Employee Service Center

Tuition Waiver

All employees are encouraged to upgrade their skills and broaden their general knowledge. The College waives tuition for an employee or the spouse, or dependent child of an employee of the district.

BP 4.09 authorizes the Chancellor or designee to create a tuition and fee waiver program for full-time and certain part-time employees, their spouses, and qualifying child(ren) to enroll in, or audit, College credit courses. Contact Employee Service Center to determine eligibility.

The Tuition Waiver form is available on the Employee At Work tab.

Exceptions to the Tuition Waiver

A tuition waiver is not intended to apply to non-credit programs or any special course fees that are assessed for special study programs or unusual circumstances. Students will not be given a tuition waiver and a Pima Community College financial award for tuition and fees simultaneously in any semester. The waiver extends to the Board-approved, per credit hour Tuition Rate, the Student Services Fee, and the Technology Fee. Program participants shall be responsible for all other costs incurred with registration, including the Board approved per semester processing fee.

Definitions

Adjunct Faculty

Person employed in an instructional or service capacity on a part-time, semester by semester basis by the College.

Dual Enrollment Faculty

Person employed in an instructional capacity, on a semester by semester basis by the College. Dual Enrollment Faculty are not directly compensated by the College.

Dependent Child

A qualifying child meets the dependent status as defined in Internal Revenue Code 26 U.S.C. The requirements include the following:

- Child is a child of the employee or a brother, sister, stepbrother, or stepsister of the employee or any descendant of such relative;
- Child must have the same principal place of abode as the employee for more than one-half of the taxable year;
- Child must be a student who has not attained the age of 24 at the end of the taxable year; and
- Child has not provided for one-half of his/her own support for the taxable year.

Dependent Spouse

The employee's spouse under a legally valid existing marriage. Domestic partners are not eligible under existing state statute.

Processing Fee

This fee applies to the regular, resident registration fee (i.e., semester processing fee) as approved annually by the Governing Board. Semester is defined as Fall, Winter Intersession, Spring, and Summer (A, B, C).—

Eligibility

Regular full-time and part-time employees, certain temporary staff, dual enrollment staff, staff instructors and adjunct faculty under contract to teach are eligible for the tuition waiver. Also eligible are the employee's dependent spouse and qualifying children.

Regular Full-time and Part-time Employees are eligible to participate in the tuition waiver program

Certain Temporary Employees who are scheduled to work at least 10 hours for at least 20 weeks are eligible to participate in the tuition waiver program.

Adjunct Faculty and Dual Enrollment Faculty under Contract with the College District to Teach Classes

The tuition waiver program permits tuition waivers per semester while the Adjunct Faculty member is under contract with the College to teach class(es) that same semester. Semester is defined as Fall, Spring, and Summer (A, B, C).

College Work Study Student Employees

Employees paid through College Work Study are ineligible for tuition waivers.

Terminated Employment and Waiver eligibility

A change in employment status may impact tuition waiver eligibility. Parties that are considered to be terminated or separated from the College at-will may either withdraw or pay for the course. If termination occurs before or after the first meeting of class in which the party has attended, he or she may continue through the end of the course without financial penalty.

Program Considerations

Payment of the Registration Fee is Required

The employee is required to pay the registration fee each semester. The registration fee is paid per semester per employee and employee dependent receiving the waiver

Employees in active status

Employees must have an active, valid contract prior to the start date of the class for an employee or dependent waiver to be considered valid. The contract may or not have a dollar amount listed.

Per ARS 15-1445, inactive employees who are in a non-pay status are not eligible for the tuition waiver unless they are on approved leave for related professional development reasons or unless the course is part of a College-approved retraining program to facilitate the return to work of an employee on short or long-term disability or Workers' Compensation. Thus waivers only apply to temporary employees, dual enrollment and adjunct faculty during a semester in which they have a contract to work.

Number of Course Credits

There is no restriction on the number of course credits per waiver during a single semester.

Use of a waiver during work hours

Eligible employees will enroll in classes that will not conflict with work responsibilities and the operational needs of the College.

Exceptions to the Tuition Waiver

Tuition waiver is not intended to apply to credit-free programs or any special course fees that are assessed for special study programs or unusual circumstances.

Students will not be given a tuition waiver and a Pima Community College financial award for tuition and fees simultaneously in any semester.

Application for Tuition Waiver

The application for a tuition waiver is found on My Pima. More instructions are found in the Standard Operating Procedure for this AP.