

**OWENS COMMUNITY COLLEGE
PROCEDURES**

**Tuition Waiver
PROCEDURES:**

Board Policy No.: 3358:11-5-35

- (A) The tuition waiver employee benefit is available for employees with an active status unless specifically excluded or limited by provisions of a collective bargaining agreement. The tuition waiver employee benefit is for students who enroll in courses for credit leading to an associate degree or to a certificate program. The tuition waiver employee benefit is not valid for a course that is non-degree, non-credit or for an audit purpose.
- (1) Credit classes. The waiver for tuition and fees will be applied first to the student account balance, prior to any other applicable financial or scholarship aid.
- (a) Full-time regular employee may enroll in credit courses at the college with 100 percent instructional tuition and associated college-billed fees waived.
- (i) Any full-time employee's spouse or full-time employee's dependent child (as defined by the IRS), may enroll in credit courses at the college with 100 percent instructional tuition waived.
- (ii) Any retiree who had active, full-time status at separation may enroll for credit courses at the college with 50 percent of instructional tuition waived.
- (b) Any part-time regular college employee may enroll in credit courses at the college with 50 percent of instructional tuition waived.
- (i) Any part-time regular employee's spouse or dependent child (as defined by the IRS) may enroll in credit courses at the college with 50 percent instructional tuition waived.
- (c) Actively employed adjunct instructors in a current teaching assignment may enroll in credit courses at the college with 50 percent instructional tuition waived.
- (i) While an adjunct instructor is actively employed at the college, the adjunct instructor's spouse or dependent child (as defined by the IRS), may enroll in credit courses at the college with 50 percent of instructional tuition waived.

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Reference Table for Credit Classes – Refer to (A)(1):

Employment Status	Employee Waiver	Spouse/Dependent Waiver
Full Time Regular	100% Instructional Tuition and 100% Fees	100% of Instructional Tuition
Retiree who had Full Time Status	50% of Instructional Tuition	NA
Part Time Regular	50% of Instructional Tuition	50% of Instructional Tuition
Adjunct Instructor who has Active Status	50% of Instructional Tuition	50% of Instructional Tuition
Non-credit Instructor, Coach, Grant-funded Employee, Part-time Retiree & Student Worker and Temporary Worker	Ineligible	Ineligible

- (B) Tuition waiver request form. The employee must submit the completed tuition waiver request form prior to the beginning of each semester of enrollment for credit courses. The request must be submitted to the office of student accounts for credit classes. Forms are located on the Intranet, Forms Directory.
- (C) Ineligibility. Tuition waiver benefits do not apply to student workers, temporary workers, non-credit instructors, coaches, or to retired employees who were employed part-time at the college.

The tuition waiver benefit may only apply to grant-funded employees if it is specifically included in the grant award outlining their employment. Otherwise, the tuition waiver benefits do not apply to grant-funded employees.

- (D) Annual Review. The tuition waiver and prior learning assessment benefits shall be annually reviewed for budgetary implications, and it is subject to adjustment at the discretion of the college. As the policy and procedures are routinely reviewed and updated, all prior forms and procedures become void and superseded upon the effective date of the implementation of the revision.
- (E) Prior Learning Assessment Fee Waiver. The Prior Learning Assessment (PLA) fee waiver benefit applies to employees with an active status unless specifically excluded or limited by provisions of a collective bargaining agreement. The PLA fee waiver benefit does not apply to student workers, temporary workers, non-credit instructors, coaches or retired employees.

(1) The included PLA fees are for course credit verification fees, CLEP administration fees and proficiency fees. Excluded from the waiver is the assessment fee for portfolios and

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skill assessments, which is a direct cost to compensate a faculty member who is grading/conducting the assessment.

- (a) The waiver for prior learning assessment fee(s) will be applied first to the student account balance, prior to any other applicable financial or scholarship aid.
 - (i) Full-time regular employee may attempt to earn credit through PLA at the college with 100 percent of the PLA fees waived.
 - a Any full-time employee’s spouse or full-time employee’s dependent child (as defined by the IRS), may attempt to earn credit through PLA at the college with 50 percent of the PLA fees waived.
 - (ii) Any part-time regular college employee may attempt to earn credit through PLA at the college with 50 percent of the PLA fees waived.
 - a Any part-time regular employee’s spouse or dependent child (as defined by the IRS) may attempt to earn credit through PLA at the college with 50 percent of the PLA fees waived.

Reference Table for Prior Learning Assessment Fee Waiver – Refer to (E):

Employment Status	Employee PLA Fee Waiver	Spouse/Dependent PLA Fee Waiver
Full Time Regular	100% of PLA Fees	50% of PLA Fees
Part Time Regular	50% of PLA Fees	50% of PLA Fees

Effective Date: June 11, 2021