



TITLE: TUITION EXEMPTION / CONTINUING EDUCATION

EFFECTIVE DATE: July 1, 2003

LAST REVISION: October 26, 2007

Policy No. 6.020.1

Policy Statement

Sowela Technical Community College prides itself on its excellent staff and highly commend those who want to further their education; after all, we are an “educational” institution. Therefore, tuition exemption benefits for job related courses are available for all full-time staff members that have been employed full-time for at least one (1) year. Full-time unclassified staff can receive tuition exemption for up to six (6) credit hours of job related classes, three (3) of which can be taken during normal working hours. Full-time classified staff can receive tuition exemption for three (3) credit hours of job related classes per calendar year. However, enrollment with this exemption may occur only after the selected class has officially made and only if there is an available slot in the class. Continued participation in this tuition exemption program will be based on making satisfactory progress as determined by the employee’s supervisor. For state auditing purposes, if you want to benefit from tuition exemption ***you must contact the Human Resources Department to complete all necessary paperwork before registration of any classes.*** For more information refer the attached LCTCS Policy #5.004 (Finances) in the *Sowela Policy and Procedure Manual*.

All fees required for enrollment, except for tuition, shall be paid by the employee.

Note: For Civil Service employees, educational leave may be granted an employee for a maximum of thirty (30) calendar days in one calendar year only if the course of instruction to be taken is pertinent [job-related] to the work of the employee in his/her Department.

Example:

Classified one 45-clock hour class per year/3 hours educational leave per week -6 hours per pay period

Unclassified six credit hours/semester but only 3 hours per week/6hours per pay period can be educational leave – the other 3 hours would have to be flex or personal leave

Source of Policy: HR
Related Policy: LCTCS

Responsible Administrator: Human Resources
LCTCS Policy Reference: 5.004
LCTCS Guideline Reference: NA

Approved by: _____
Chancellor

Date: _____