



# Employee Request to Enroll in WITCC Course with Tuition Waiver

Instructions: Complete and submit all copies to Human Resources **PRIOR TO THE END OF THE FIRST WEEK OF CLASS**. Complete one request form for each semester.

Employee Name \_\_\_\_\_ Employee ID # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Semester     Fall 20\_\_     Spring 20\_\_     Summer 20\_\_     Winterim 20\_\_

Course Name \_\_\_\_\_ Course # \_\_\_\_\_ Credits / Hours \_\_\_\_\_

Course Start Date \_\_\_\_\_ Course End Date \_\_\_\_\_ Meeting Days \_\_\_\_\_ Time of Day \_\_\_\_\_

Course Name \_\_\_\_\_ Course # \_\_\_\_\_ Credits / Hours \_\_\_\_\_

Course Start Date \_\_\_\_\_ Course End Date \_\_\_\_\_ Meeting Days \_\_\_\_\_ Time of Day \_\_\_\_\_

Course Name \_\_\_\_\_ Course # \_\_\_\_\_ Credits / Hours \_\_\_\_\_

Course Start Date \_\_\_\_\_ Course End Date \_\_\_\_\_ Meeting Days \_\_\_\_\_ Time of Day \_\_\_\_\_

**TOTAL CREDITS/HOURS** \_\_\_\_\_

**If a course meets during the assigned work day, explain how time will be made up:**

As provided by Board Policy 400.29, Enrollment in WITCC Courses and Administrative Procedure AP400.29, same title, I hereby request to enroll in the indicated course(s) and to have the cost of tuition waived upon my satisfactory completion (minimum grade of "C"). I understand that this course(s) may not subsequently be used for salary advancement. **A copy of my WITCC class schedule is attached.**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_

- Approved for tuition waiver
- Approved for tuition and fees waiver as course(s) is required by supervisor.
- Not approved; Reason \_\_\_\_\_

Waiver Amount \$ \_\_\_\_\_

I certify that I have satisfactorily completed the above described course(s) and request that my tuition expense be waived. A copy of my transcript or certificate is attached as evidence of satisfactory completion.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Human Resources Signature \_\_\_\_\_

Date \_\_\_\_\_

# ADMINISTRATIVE PROCEDURE

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number AP400.29

**Title:** All Personnel

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## Enrollment in WITCC Courses – Employee Waiver

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In accordance with Board Policy 400.29, same title, following shall be the procedures for full- and part-time employees to enroll in credit and non-credit courses publicly offered by the College and to receive tuition waiver. For purposes of Board Policy and this procedure, tuition shall be defined to include the enrollment charge for approved community and continuing education class work. No other fees or expenses in connection with enrollment or attendance will be waived.

1. Employees interested in enrolling in WITCC courses under the terms of this policy/procedure must make their request prior to the end of the first week of class and receive prior approval. The forms are available in the Human Resources Office.
  2. Attendance in classes should normally occur outside the employee's normal working hours; however, employees may request a temporary modification of their normal work schedule to accommodate not more than one class during that time. The make-up time arrangement must be approved by the appropriate vice president and be on file in the Human Resources Office.
  3. The tuition will be held on the employee's account until the employee has satisfactorily completed the course and will then be waived by the College upon request by the employee.
  4. For credit courses, a letter of grade "C" is the minimum requirement, indicating satisfactory completion. Evidence for non-credit coursework shall be at the discretion of the immediate supervisor.
  5. Payment for all books, supplies, fees, etc., is the employee's responsibility at the time of enrollment and will not be reimbursed.
  6. Credits earned from courses waived by the College may not be used for salary advancement.
  7. The number of enrolled credit hours may not exceed 6 per employee per semester, or 60 contact hours if applied to non-credit courses or an equivalent combination of the two.
  8. Employee enrollment may not cause total enrollment to exceed approved class capacity nor cause a tuition-paying student to be "bumped." Neither shall the employee's admission cause minimum enrollment to be met. Therefore, employees wishing to take courses under these procedures will register on or after the first day of classes.
  9. Employees may not request that past enrollments be changed from employee-paid to college-paid.
  10. Employees are eligible for tuition waiver after 6 months of employment has been completed. Also, employees must be employed by the College for the duration of the course to be eligible for tuition waiver.
  11. Employees enrolling under this policy/procedure are expected to register and attend classes in the same manner as any student, and to comply with the same rules, prerequisites, etc., as any other student.
  12. Interpretation and administration of this policy/procedure shall be at the discretion of the President of the College or his/her designee, except that the terms and conditions of a collectively bargained master agreement, if any shall prevail when appropriate.
  13. The waiver on tuition will be only for the balance of tuition not covered by financial "gift aid" received by the student in a semester.
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