

COMMUNITY COLLEGE OF VERMONT

STAFF TUITION WAIVERS POLICY

December 17, 1993

Revised January 20, 2011

See also:

*Staff Professional Development
Requirements for Staff Teaching or*

Taking Courses

VSC Personnel Handbook

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POLICY

In Accordance with the Vermont State Colleges Personnel Handbook, CCV will provide tuition waivers for VSC courses to full-time permanent staff members. In addition, CCV offers prorated CCV tuition waivers for part-time permanent staff.

PROCEDURES

1. Eligibility

a. Any staff member with full-time permanent status at the college may request a tuition waiver to take a VSC course. All requests for tuition waivers must be submitted online and approved by the dean of administration or director of human resources.

b. Any staff member with part-time permanent status at the college may request a prorated tuition waiver to take a CCV course. Tuition will be reduced in proportion to the number of hours worked by contract (e.g., 3/5 employees will receive a 60% tuition waiver). While there is no limit to the number of courses a part-time staff member can take, all requests for tuition waivers must be submitted online and approved by the dean of administration or director of human resources.

2. Staff members must pay all applicable fees such as registration, equipment use, materials.

3. Tuition refunds will follow the same schedule as is listed in the course list for students, and refunds will apply only to the cash amount paid toward tuition in the case of the part-time staff member.