

DAVIDSON COUNTY COMMUNITY COLLEGE

Human Resources

EMPLOYEE TUITION BENEFIT

POLICY 3.2.3

The College may provide full or partial tuition funds for full-time regular and part-time regular employees to attend DCCC classes depending upon budget availability. The employee must receive prior approval from his/her immediate supervisor and appropriate Vice President before enrolling in the course.

The following conditions shall govern the approval of an employee's request for tuition benefit:

- A.** Full-time regular and part-time regular employees are eligible to enroll in one course per semester.
- B.** Employees must pay for books and any other special fees associated with the course.
- C.** The time an employee attends a class shall not be considered work time unless the appropriate Vice President has first approved such a request. The employee's professional development plan must be directly related to the employee's position.

After one year of service, the legal spouse and eligible dependents of full-time regular and part-time regular employees are eligible for discounted tuition.

Spouses and eligible dependents who enroll as full-time students at DCCC are eligible for a tuition discount of up to 25%.

And

Spouses and eligible dependents are eligible for a tuition discount of up to 50% for (1) curriculum or continuing education course per semester.

For purposes of this policy dependents are defined as, legal spouse, a child (including a biological child, stepchild or guardianship of a child or grandchild) must be less than 26 years of age and substantially dependent upon the employee. A child will be deemed to be "substantially dependent" if the child qualifies as a dependent under FASFA rules.

Self-supporting classes and course audits are not eligible for this tuition benefit.

All requests are subject to budget availability and may be suspended at any time by the Board or President.

Adopted: November, 2019