

DAVIDSON-DAVIE COMMUNITY COLLEGE

Human Resources

EMPLOYEE TUITION BENEFIT

POLICY 3.2.3

The College may provide full or partial tuition funds for full-time regular employees to attend Davidson-Davie classes depending upon budget availability. The employee must receive prior approval from his/her immediate supervisor and appropriate Executive 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 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 Administrator 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 spouse and eligible dependents of full-time regular employees are eligible for discounted tuition.

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

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

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

Updated: October, 2024