

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP – 7.15**

TITLE: EMPLOYEE TUITION AND FEE WAIVER PROGRAM

SECTION 1. GENERAL

- 1.1 Scope – This policy establishes an Employee Tuition and Fee Waiver Program for Eastern West Virginia Community and Technical College.
- 1.2 Authority – W. Va. Code § 18B-10-5; Title 135, Procedural Rule, WV Council for Community and Technical College Education, Series 55, Rules - Human Resources and Administration; Reference to Eastern West Virginia Community and Technical College BP 5.4, BP 5.5 and AR 5.8.
- 1.3 Effective Date – Fall 2024 Date TBD

SECTION 2. PURPOSE

- 2.1 To provide a tuition and academic fee waiver benefit that encourages continuing education and staff development for the benefit-eligible employees (out of probationary period of 6 months) of Eastern West Virginia Community and Technical College.

SECTION 3. TUITION AND ACADEMIC FEES

- 3.1 All qualifying employees who apply on time and maintain the institution’s standards of satisfactory progress for financial aid recipients may be granted a waiver equal to their full-time tuition and capital fee charges. Employees must seek permission from their direct supervisor to qualify for the benefit. All qualifying employees may also seek continuing education training through the Workforce Education Department and may be granted a waiver of partial or full tuition and fees. The amount of support will be based upon the Workforce Education Department budget and training availability, on a first-come, first-serve basis. All waiver requests are contingent upon Supervisor and Workforce Education Administrative Approval.
- 3.2 Applications for a tuition and academic fee waiver must be submitted once per semester in each academic year. All requested Workforce Education continuing

education training requests will be evaluated on a per program basis, as they are offered or have seat availability for Eastern staff.

- 3.3 The Employee Tuition and Capital Fee Waiver Program will be the last source of grant or scholarship funds contributed to each student, wherein all other grants and scholarships must be applied to the tuition first. Waivers granted through this program must never be more than the total cost of tuition and capital fees, when taken into aggregate with other forms of scholarship, waivers, or grants.
- 3.4 All qualifying employees may complete a Free Application for Federal Student Aid (FAFSA) each year in addition to the waiver application. Otherwise, any fees incurred are at the employee's expense. All qualifying employees may apply for WV HEAPS to help reduce the tuition costs.

SECTION 4. QUALIFICATIONS

- 4.1 To qualify for the benefit, a student must be one of the following:
 - Benefits-eligible employees of the college. For an employee to be eligible for all applicable benefits, the position he or she holds must be reported at no less than .53 FTE or the employee works no less than 1,040 hours during a twelve-month period and continues from one fiscal year to another.

Note: Benefits are programs that an employer uses to supplement the cash compensation of employees, including but not limited to, health and welfare plans, retirement plans, pay for time not worked (i.e. sick leave, annual leave, holiday pay, etc.) and other employee perquisites.
 - The employee must be out of his or her six (6) month probationary period from the first day of hire with a satisfactory status.
 - Employee waiver recipients may be degree-seeking or for professional purposes.
- 4.2 Those wishing to participate in the program for both academic and workforce education training programs may apply for the benefit once per semester. The deadlines for application will be determined and publicized by the Human Resource Office.
- 4.3 Classes taken during the fall, spring, and summer semesters will be eligible for the program.

SECTION 5. BUDGET

- 5.1 The college reserves the right to limit the use of funds for the program at the discretion of the President or designee in consultation with the Board of Governors.
- 5.2 The program may be suspended by the Eastern West Virginia Community and Technical College's Board of Governors with a three-month notice to the college community.

Greg Greenwalt, Board Chair

Date