

COMPENSATION AND BENEFITS TUITION WAIVERS

SECTION ONE: CREDIT COURSES

- 1.01** Full-time employees may enroll without charge in up to seven (7) semester hours of credit courses per semester. Tuition and all other fees (except other fees charged for private music lessons, and special fees as designated) are waived for such employees. Only one of these courses may be taken during the employee's regularly scheduled work hours if it is directly job-related, and is approved in writing in advance by the employee's supervisor. Employees must complete an Employee Tuition Exemption Scholarship Application. To access the form, log into the AC Portal, click on the Employees tab, then click on "Scholarship Form-FT Employee & Dependent" and complete the appropriate form.

SECTION TWO: NONCREDIT COURSES

- 2.01** Full-time employees may enroll without charge in up to seven semester hours of noncredit courses per semester. Tuition and all other fees (except other fees charged for a private music lesson, and special fees as designated) are waived for such employees, except Driver's Safety. Only one of these courses may be taken during the employee's regularly scheduled work hours if it is directly job-related, and is approved in writing in advance by the employee's supervisor. Employees must complete a Full-Time Employee CE Tuition Waiver. To access the form, log into the AC Portal, click on the Continuing Education tab, then scroll to the bottom of the page and complete the form.

SECTION THREE: ANGELINA COLLEGE RETIREES

- 3.01** Retirees may enroll without charge in up to seven semester hours of credit courses per semester. Tuition and all other fees (except other fees charged for a private music lesson, and special fees as designated) are waived for such employees. Retirees must complete an Employee Tuition Exemption Scholarship Application (Contact Human Resources at hr@angelina.edu to request the appropriate form).

SECTION FOUR: DEPENDENTS

- 4.01** Dependents of full-time employees are entitled to scholarships for credit courses in the amount of tuition and fees (excluding special fees) not to exceed the cost of 15 in-district credit hours per fall, spring, and summer (1 & 2 combined) semesters textbooks are not included. To be eligible, the dependent must be a spouse, a child, or a stepchild under age 26, or a dependent claimed as an exemption on the employee's most recent tax return. The employee must complete the Dependent Tuition Exemption Scholarship Form. To access the form, log into the AC Portal, click on the Employees tab, then click on "Scholarship Form-FT Employee & Dependent" and complete the appropriate form. Any full-time employee's dependents may take non-credit courses, except Driver's Safety, at 50 percent of tuition and fees, if space is available, with the discount not to

exceed an amount equal to the present cost of 15 in-district credit hours tuition and fees. When the College District offers courses and programs in partnership with other entities, the amount of the tuition and fee waiver may not exceed the total revenue allocated to the College District for each student. Employees must complete a request form for each dependent. To access the form, log into the AC Portal, click on the Continuing Education tab, then scroll to the bottom of the page and complete the form.

The Vice President of Business Affairs is responsible for reviewing and updating this regulation. Policy reviews are made in accordance with the Office of Institutional Effectiveness Policy Tracking document.