Vernon College

Employee Tuition and Fee Exemption Policy Form

The Vernon College Board of Trustees approved a new employee tuition and fee exemption policy on September 22, 2010. This policy excludes the state mandated Repeated Course Fee (three or more times) per semester credit hour. The policy purpose, guidelines, and process for approval are attached to this form. Please read the policy thoroughly and then complete this form and submit to your direct supervisor to initiate the approval process. This exemption only applies to course taught by Vernon College.

Semester:		
Employee/Student Name:		
Employee/Student SS#:		
My educational plan has been approved l	by the appropriate direct supervisor	:YesNO
I have been employed by Vernon College	for a minimum of 12 months:Ye	esNO
My previous employee evaluation was sa	tisfactory:YESNO	
I have successfully completed 50% or mo YESNO	re of approved classes for the previ	ous semester (if applicable):
Number of credit hours or continuing edu	ucation units requested for exempti	on this semester:
I accept responsibility for payment of any continuing education equivalent) tuition		above the 6 credit hour (or
Employee/Student Signature	Date	
I have reviewed the employee's request f guidelines for the exemption, including sa		
Direct Supervisor	Date	
Vice President/Dean	Date	
President	Date	
Financial Aid	Business Office	
Human Resources	 	04/11/2023