

Vernon College
Employee Tuition and Fee Exemption Policy

Purpose:

The purpose of the employee tuition and fee exemption policy is to provide incentive for full-time employees to continue their education toward a degree and/or to increase their job skill level through appropriate workforce courses.

Guidelines:

1. Non-credit continuing education workforce courses that are not related to the employee's current job duties will not be considered for the exemption.
2. Non-credit continuing education workforce courses that are related to the employee's current job duties are to be considered for exemption with approval of the direct supervisor prior to enrollment.
3. Credit courses that are included in a two-year or four year degree plan that the employee has selected are to be considered for exemption when included as part of the education plan submitted by the employee and approved by the direct supervisor prior to enrollment.
4. An employee must complete twelve months of full-time employment with Vernon College and have a positive employee evaluation prior to requesting the exemption.
5. Any employee who is placed on probation due to the employee evaluation will not be eligible for the exemption until after the next evaluation period and then only if the evaluation is positive.
6. The exemption is for a maximum of 6 credit hours or non-credit continuing education equivalent for each of the fall, spring, and the combined summer sessions.
7. Once approved for the exemption, an employee who receives a W, D, or F in 50% or more of the approved classes will lose the opportunity for the exemption for the following full semester or combined summer sessions.
8. Courses should be arranged outside of normal working hours. Any exceptions must be approved by the direct supervisor, the component dean, and the president. If an exception is approved, the schedule to make up time missed during normal working hours must be documented in writing with the appropriate dean.

Process:

1. The employee will complete a tuition and fee exemption form prior to **each** enrollment which will be approved by the direct supervisor, the component dean, and the president.
2. The approved form and the estimated statement of account will be taken to the financial aid office for processing.
3. The approved form will then go to the business office accounts receivable to process payment for the courses and to be booked as a waiver.