

**OWENS COMMUNITY COLLEGE  
PROCEDURES**

**Tuition Waiver  
PROCEDURES:**

**Board Policy No.: 3358:11-5-35**

- (A) The tuition waiver employee benefit applies to employees with an active status unless specifically excluded or limited by provisions of a collective bargaining agreement.
- (1) Credit classes. The waiver for tuition and fees will be applied first to the student account balance, prior to any other applicable financial or scholarship aid.
    - (a) Full-time regular employee may enroll in credit courses at the college with 100 percent instructional tuition and associated college-billed fees waived.
      - (i) Any full-time employee's spouse or full-time employee's dependent child (as defined by the IRS), may enroll in credit courses at the college with 100 percent instructional tuition waived.
      - (ii) Any retiree who had active, full-time status at separation, retiree's spouse or dependent child (as defined by the IRS) may enroll for credit courses at the college with 50 percent of instructional tuition waived.
    - (b) Any part-time regular college employee may enroll in credit courses at the college with 50 percent of instructional tuition waived.
      - (i) Any part-time regular employee's spouse or dependent child (as defined by the IRS) may enroll in credit courses at the college with 50 percent instructional tuition waived.
    - (c) A spouse or a dependent child (as defined by the IRS) of a deceased employee who had an active status of either full-time or part-time at the time of death may enroll in credit courses at the college with 50 percent of instructional tuition waived. The eligibility for this benefit ceases 24 months after the death of the employee.\*
    - (d) Actively employed adjunct instructors in a current teaching assignment may enroll in credit courses at the college with 50 percent instructional tuition waived. The adjunct instructor may enroll for credit classes if actively teaching in a current assignment.
      - (i) While an adjunct instructor is actively employed at the college, the adjunct instructor's spouse or dependent child (as defined by the IRS), may enroll in credit courses at the college with 50 percent of instructional tuition waived.

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**Reference Table for Credit Classes – Refer to (A)(1):**

<b>Employment Status</b>	<b>Employee Waiver</b>	<b>Spouse/Dependent Waiver</b>
<b>Full Time Regular</b>	100% Instructional Tuition and 100% Fees	100% of Instructional Tuition
<b>Retiree who had Full Time Status</b>	50% of Instructional Tuition	50% of Instructional Tuition
<b>Part Time Regular</b>	50% of Instructional Tuition	50% of Instructional Tuition
<b>Spouse or Dependent of a Deceased Employee who had active status</b>	N/A	50% of Instructional Tuition Only within the Eligible Time Period, as stated in (A)(1)(c)
<b>Adjunct Instructor who has Active Status</b>	50% of Instructional Tuition	50% of Instructional Tuition
<b>Supplemental, Grant-funded, Part-time Retirees &amp; Student Workers</b>	Ineligible	Ineligible

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- (2) Non-credit, open-enrollment Owens classes. The tuition of non-credit, open-enrollment Owens classes is inclusive of the cost of instruction, lab usage and the text and course materials assigned for the class. The tuition waiver benefit does not apply to contract training.
- (a) The placement is contingent upon a space available basis and priority shall be given to 100 percent paying enrollees.
  - (b) The college shall transfer funds for 100 percent tuition for a full-time employee, or any full-time employee's spouse or dependent.
  - (c) The college shall waive 50 percent of the tuition for an active part-time employee, adjunct faculty, the spouse or dependent of an active part-time employee/adjunct faculty. (Any other related fees are not included)
  - (d) The college shall waive 50 percent of the tuition for a retired employee who had active full-time status at the time of separation, or for retiree's spouse or dependent (as defined by the IRS).
  - (e) A spouse or a dependent child (as defined by the IRS) of a deceased employee who had an active status of either full-time or part-time employment at the time of death may enroll in continuing education courses at the college with 50 percent of the tuition waived. The eligibility for this benefit ceases 24 months after the death of the employee.\*

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**Reference Table for Non-Credit, Open-Enrollment Owens Classes – Refer to (A)(2) above:**

<b>Employment Status</b>	<b>Employee Waiver</b>	<b>Spouse/Dependent Waiver</b>
<b>Full Time Regular</b>	100% Tuition	100% Tuition
<b>Retiree who had Full Time Status</b>	50% of Tuition	50% of Tuition
<b>Part Time Regular</b>	50% of Tuition	50% of Tuition
<b>Spouse or Dependent of a Deceased Employee</b>	N/A	50% of Tuition within the Eligible Time Period
<b>Adjunct Instructor who has an Active Status</b>	50% of Tuition	50% of Tuition
<b>Supplemental, *Grant-funded, Part-time Retirees &amp; Student Workers</b>	Ineligible	Ineligible

(B) Tuition waiver request form. The employee must submit the completed tuition waiver request form prior to the beginning of each semester of enrollment for credit courses and non-credit courses, and at least 2 weeks prior to the beginning of each continuing-education course. The request must be submitted to the office of student accounts for credit classes or to workforce and community services for non-credit classes. Forms are located on the Intranet, Forms Directory at: [https://intranet.owens.edu/hr/hr\\_forms.html](https://intranet.owens.edu/hr/hr_forms.html)

(C) Ineligibility. Tuition waiver benefits do not apply to student workers, employees who are considered to have supplemental status or a temporary assignment, or to retired employees who were employed part-time at the college.

The tuition waiver benefit may only apply to grant-funded employees if it is specifically included in the grant award outlining their employment. Otherwise, the tuition waiver benefits do not apply to grant-funded employees.

(D) Annual Review. The tuition waiver benefit shall be annually reviewed for budgetary implications, and it is subject to adjustment at the discretion of the college. As the policy and procedures are routinely reviewed and updated, all prior forms and procedures become void and superseded upon the effective date of the implementation of the revision.

These procedures conform to the policy filed with the State of Ohio Electronic Rule Filing with the policy effective date of December 19, 2009.

Effective May, 2017