

COMPENSATION & BENEFITS

EMPLOYEE CREDIT TUITION BENEFIT



Human Resources

DEB (Regulation A)

Effective Date: 4.14.2026

COLLEGE TUITION CREDIT (CR) BENEFIT PROCEDURE

1. PURPOSE

The College District will waive each full-time employee, and/or the employees' dependents as defined by IRS regulations, after 90 days of full-time continuous employment for tuition only (fees, books, and supplies will not be waived) as follows:

- A. **Fall and Spring Semesters:** Up to twelve (12) credit hours per semester
- B. **Summer Semester:** Up to seven (7) credit hours total

2. PROCEDURE

- A. To apply for the employee tuition waiver, the employee/dependent must enroll in classes, and submit the COM Employee Course Benefit form or the COM Employee's Dependent Verification for Course Benefit form to Human Resources (HR). HR will verify employee and dependent status and approve the benefit, if applicable and forward to the Business Office.
- B. The Business Office (BO) will verify which classes are eligible and apply the waiver to qualified courses.
- C. At the end of the semester, the BO will review all submitted employee/dependent waivers to determine if the grades received qualify for continued waiver.
- D. If the employee/dependent does not make a grade that qualifies to retain the waiver, the BO will place the tuition cost of each disqualified course onto the student account, and the employee/dependent will be responsible for paying for disqualified courses. The employee/dependent will not be allowed to enroll in future courses until their balance is paid in full.
- E. The College will waive employee and each eligible dependent for up to one (1) of each of the following credentials while the employee is actively employed at the College:

- One (1) associate degree, or
- One (1) baccalaureate degree

3. REQUIREMENTS/QUALIFICATIONS

- A. Full-time employees must complete the first 90 days of continuous employment.

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- B. Employee/dependent must make a grade of an A, B, C, or D to retain the waiver. Any grade other than an A, B, C, or D will not qualify to retain the waiver and the employee/dependent will be financially responsible for the cost of the class. **(Fees, drop/withdraw, all-inclusive access fees and prior successfully completed classes, etc. will not be waived)**
- C. Employees may schedule job-related courses during regular working hours with prior written approval of their supervisor and appropriate Vice President. The adjusted schedule must account for the total hours required for the employee position and missed work hours must be made up.
- D. If, for any reason, the employee separates from COM, the tuition will be waived at a pro-rate based on the portion of the course completed at the time of separation. The employee/dependent will retain the waiver for sessions completed before the employee separation date.