

## **TUITION WAIVER FOR ALLEGANY COLLEGE OF MARYLAND CREDIT COURSES**

### **I. Full-Time Employee Credit Course Waiver**

All members of the full-time staff of the College, their spouses, and eligible children may enroll for any College credit course for no tuition charge. An eligible child is defined as a biological, step-child or legally adopted child, single and under the age of 26. Verification of eligibility may be requested by the Human Resources Office.

Any applicable registration fee, laboratory fees, books, supplies, or other associated costs are the financial responsibility of the enrolled.

Candidates for tuition waiver must file the “Verification of Full-Time Employee and Dependents Tuition Waiver” and submit with Registration forms to the Business Office before the end of the applicable semester. The “Verification of Full-Time Employee and Dependents Tuition Waiver” is available at the Human Resources Office.

### **II. Enrollment in ACM Courses During Regular Business Hours**

A member of the full-time the College Support Staff may take College credit courses without payment of tuition. The College encourages the continuance of education and will permit the employee to take a credit class during regular working hours if all of the following conditions are met:

A. The course is not offered at another time. The supervisor should check the College credit course schedule to verify this is the case. The supervisor's Dean/Vice-President will be required to also verify that another section of this course (offered outside regular business hours) is not available to the staff member.

B. The course is job-related, curriculum-related, or career development related.

C. The employee's supervisor approves after having made an assessment that the absence of the employee during this period of time would not cause a loss of necessary services and that adequate coverage is available.

D. The maximum amount of time spent away for the office (during regular business hours) is five (5) contact hours (a total of 300 minutes per week).

E. The time spent in class and in travel to and from the class must be made up the same week. The schedule as to how this will be handled will be agreed upon by the supervisor and the staff member and can include any one or combination of the following:

- employee arrives earlier than normal starting time
- employee leaves later than normal quitting time
- employee uses lunch hour or "eats at desk" continuing to perform work

responsibilities.

F. The employee's supervisor, supervisor's Dean/Vice-President, and the President must approve the employee's request.

G. Once the President receives the form and takes action, a copy of the form will be sent to the staff member, supervisor, and Personnel Officer.

Staff are not allowed to enroll in courses at other institutions during College business hours.

### **III. Part-Time Employee Credit Course Waiver**

Any College Associate Support staff or Professional Support Staff part-time employee who is contracted for a minimum of 750 hours for the current fiscal year and who has accumulated at least 750 hours via previous service to the college may enroll for any job-related or curriculum-goal-related College credit course for no tuition charge. The maximum credit hours per semester that can be taken under this tuition-waiver benefit are 6 per semester and 3 credit hours in the summer. Supervisor and dean/vice-president approval is required. Class attendance time will not be considered as part of paid work hours.

Any applicable registration fee, laboratory fees, books, supplies, or other associated costs are the financial responsibility of the enrollee.

Candidates for tuition waiver must file a “Request to Enroll for Tuition Waiver for ACM Credit Courses-Part-Time Employees”, available from the Human Resources Office. The form must be signed by the Supervisor, Dean/Vice-President and President and presented to the Business Office with Registration Forms before the end of the semester.