TUITION WAIVER CONTINUING EDUCATION / STAFF DEVELOPMENT 90%

(Applicable to Job-Related Continuing Education Coursework)

If a full-time or part-time (750 hours) support staff employee, full-time or part-time (750 hours) professional staff employee or full-time faculty desires to enroll in a non-credit course which is directly related to his/her position and which will assist the employee in more effective performance of job responsibilities, the employee may do so at a reduced tuition rate after approval has been secured from the appropriate continuing education coordinator/director and the employee's direct supervisor. With approval secured, the employee may enroll in the course for 10% of the regular tuition cost (90% is waived) plus related fees (training fees, books, supplies, registration and any other fees). ***Price reduction applies only to tuition***. ***All other course costs, including those listed above, are the responsibility of the employee and not covered by this policy.***

Certain longer-term courses or programs and/or certain special instructional offerings of the Center for Continuing Education may be excluded from this policy as determined by the Dean of Continuing Education and Workforce Development and the coordinator/director of the course.

FORM
(EXAMPLE)

CONTINUING EDUCATION/STAFF DEVELOPMENT 90% TUITION WAIVER
Please complete this form prior to registration.

If a full time or part-time (750 hours) support staff employee, full-time or part-time (750 hours) professional staff employee or full-time faculty desires to enroll in a continuing education course which is directly related to his/her position and which will assist the employee in more effective performance of job responsibilities, the employee may do so at the reduced tuition rate after approval has been secured from the appropriate continuing education coordinator/director and the employee's direct supervisor.

With approval secured, the employee may enroll in the course for 10% of the regular tuition cost (90% is waived) plus related fees (training fees, books, supplies, registration and any other fees). Price reduction applies only to tuition. All other course costs, including those listed above, are the responsibility of the employee and not covered by this policy.

To register for the course, bring this completed form, bearing all necessary signatures and your total payment to the Continuing Education Registration Office.

EMPLOYEE: _____
EMPLOYEE'S JOB TITLE: _____
COURSE NAME & NUMBER _____
REGULAR TUITION COST FOR COURSE _____
DATE/TIME COURSE MEETS:_____

10% TUITION	$_____
BOOKS COST	$_____
LAB/TRAINING FEE	$_____
REGISTRATION FEE	$_____
SUPPLIES/MATERIALS	$_____
EMPLOYEE'S TOTAL COST	$_____

Briefly describe the direct relationship between this course and your ACM job:

Continuing Education Coordinator or Director's Approval: The fees/tuition are correct and there is space in this class.

_____ _____
CE Coordinator/Director's Signature Date

Direct Supervisor's Approval: I have approved this employee to enroll in this course, certifying that the course is directly related to his/her position and will assist the employee in more effective performance of job responsibilities.

_____ _____
Supervisor's Signature Date