

# Treasure Valley Community College

Code: GCBC/GDBC-AR(1)  
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3/21/23  
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## Tuition Waiver

It will be the responsibility of the Business Office to determine the eligibility of an individual to be granted a tuition waiver at TVCC as follows:

Educational waivers will be granted to full-time employees and their spouses and all biological and legally adopted children or legal dependents.

For purposes of this administrative regulation, full-time employee is defined as employees who work 40 hours a week and who has been designated full-time in their job description.

The full-time employee waiver is equal to 100% of in-state tuition for up to 15 credits per term for each eligible person. The employee shall pay all fees and materials required for the course(s). The employee will be required to sign a verification form prior to the waiver being issued for children and dependents.

Part time employees (.50 or greater at least one week/year), including adjuncts but excluding federal work study students and student workers, shall be eligible for a tuition waiver based upon the percentage of their regular full-time equivalency multiplied by 15 for themselves or one qualifying family member each quarter. For example, an employee who works .50 hours per week shall receive .50 x 15 waived credits or 7.5 credits. The employee shall pay all fees and materials required for the course(s).

Full-time employees of the College shall be required to obtain supervisor approval for enrollment in more than seven quarter hours per term.

The College reserves the right to deny any employee the right to take classes during scheduled work time. Courses may be taken only during the employee's non-working time, unless authorized in writing by their respective appropriate Vice President or Supervisor. The employee or his/her spouse and dependent children must pay for all books, supplies, and all fees.

A tuition waiver will be defined as the amount equivalent to the cost of a full-time Oregon in-district resident. Any additional cost will be paid, or by a payroll deduct signed by the employee at the time of enrollment or the enrollment will be canceled as outlined by the regular purging process.

Instructors who are not part of the collective bargaining agreement and who teach a credit course(s) Will be allowed to enroll for one (1) TVCC class on a space available basis. The tuition for the class will be waived if the instructor is teaching a credit course(s) within the same academic quarter that the instructor wishes to enroll in the class. All fees, such as video and technology, included with this class are to be paid or by a payroll deduct signed at the time of enrollment. The waiver will not be granted until both the College and instructor sign a teaching contract for the same academic quarter. This waiver is for the instructor and does not extend to the instructor's family members.