



## **AP 7382 Tuition Waivers**

### **References:**

None

This procedure outlines the eligibility and conditions under which tuition waivers may be granted to employees and their family members at TVCC.

Human Resources is responsible for determining the eligibility of individuals seeking a tuition waiver in accordance with the criteria outlined below.

### **Full Time Employees**

Tuition waivers will be granted to full-time employees, their spouses, and all biological, legally adopted children, or legal dependents. (Please note there may be tax liability in certain situations.)

For the purposes of this policy, a full-time employee is defined as an individual who works 40 hours per week and is designated as full-time in their job description. The tuition waiver for full-time employees is equal to 100% of in-state tuition for up to 15 credits per term for *each* eligible individual.

### **Part Time Employees**

Part-time employees (defined as working between 19–39 hours per week), including adjunct instructors, but excluding federal work-study students and student workers, are eligible for a tuition waiver of 100% of in-state tuition for up to 7 credits per term. This benefit may be applied toward tuition for the employee or their spouse, or one child per term.

### **Adjunct Instructors (Under 19 Hours per Week)**

Adjunct instructors who teach credit courses considered to be fewer than 19 hours per week may enroll in one (1) TVCC class per academic quarter on a space-available basis. Tuition for the course will be waived only if the instructor is actively teaching a credit course during the same academic quarter. This waiver applies to the instructor only and does not extend to family members.

### **Standards**

The College reserves the right to prohibit employees from taking courses during scheduled work hours. Courses may only be taken during non-working hours unless written authorization is granted by the appropriate Vice President or Supervisor.



# Treasure Valley

## COMMUNITY COLLEGE

Employees and eligible family members are responsible for all books, supplies, and fees associated with enrollment. A tuition waiver is defined as an amount equivalent to the cost of in-district tuition for Oregon residents. Any out of pocket costs must be paid upon billing or through a signed payroll deduction agreement at the time of enrollment. Failure to make payment arrangements will result in cancellation of enrollment in accordance with the College's standard administrative withdrawal process.

**Approved: April 21, 2026**