

# FLATHEAD VALLEY COMMUNITY COLLEGE

## Policy Manual

### CHAPTER VI –HUMAN RESOURCES

#### SECTION 170: TUITION WAIVERS

Approved: November 23, 2015

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#### I. ELIGIBILITY

- A. All employees who are employed in a regular position at the College are eligible for the tuition waiver benefit. The employee's legal dependent may utilize the tuition waiver benefit. A dependent includes the employee's spouse as defined in the MUS Employee Benefits Plan, and financially dependent children under the age of 24 and as defined by the Internal Revenue Code. A maximum of two waivers may be used during a semester. Employees are required to complete a request for waiver application for each term and sign a statement verifying eligibility. False certification of dependent eligibility for the tuition waiver is cause for discharge and the employee shall be required to repay the cost of the waiver. An employee must remain employed the entire academic term during which the tuition waiver is utilized. If an employee terminates his/her employment prior to the end of the academic term, the employee shall be required to repay the cost of the waiver.
- B. Members of the FVCC Board of Trustees who are actively serving in a term of office are eligible for the tuition waiver benefit.
- C. Others may be eligible per their applicable collective bargaining agreement.
- D. Non-credit class tuition waiver policy is determined by the Continuing Education department.

#### II. TUITION WAIVER BENEFIT

The tuition waiver is solely for the cost of residential tuition. Registration, course fees, lab fees, or any other mandatory fees will not be waived. Designated paperwork must be completed by the employee in a timely manner for approval of the tuition waiver.

**REFERENCES:** Collective Bargaining Agreement