



ACCREDITATION EVIDENCE

Title: Board Policy 4320H: Tuition Waiver for Employees and Their Dependents

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Policy 4320H

TUITION WAIVER FOR EMPLOYEES AND THEIR DEPENDENTS

All Full-time College employees and their dependents and part-time employees classified as one-half time or greater and their dependents may take credit courses at Western Wyoming Community College without paying tuition subject to certain conditions.

Procedure 4320H

TUITION WAIVER FOR EMPLOYEES AND THEIR DEPENDENTS

Full-time College employees and their dependents and part-time employees classified as one-half time or greater and their dependents may take credit courses at Western Wyoming Community College without paying tuition although certain limitations and costs may apply.

Limitations During Off-duty Hours

Full-time employees may take as many courses as they wish. Part-time employees classified as one-half time or greater may take up to six (6) credit hours per semester under this procedure.

Dependents of eligible employees may take as many courses as they wish. If the dependent has other scholarship awards that cover tuition and required fees, he/she will not receive an employee dependent tuition waiver. If partial tuition and required fees are covered by another award, the difference can be covered with a dependent tuition waiver. If student have stipend awards (such as the Hathaway) and have direct costs (on-campus room, board, books and course fees) above tuition and fees, both awards may be used to the extent that they do not exceed the direct costs.

Limitations During Work Hours

Employees may take no more than one (1) course each semester during working hours except with the written approval of the supervisor and the Vice President.

Conditions for Paying Tuition Waiver

At the end of each semester, the Financial Aid office will pay the tuition of those courses employees have received a passing grade and credit. Employees must pay the tuition of any course that they failed or withdrew from. The tuition must be paid within thirty calendar days or it will be deducted from their check.

If a supervisor requires an employee to take a course at Western Wyoming Community College to improve current job skills, the College will pay both the tuition and any lab fees. The supervisor must provide the appropriate budget code from the funds under that supervisor's control.

Adopted November 19, 1981

Revised April 26, 1984

Reformatted October 7, 1986

Revised May 25, 2000



4000 Series: Personnel

[Policy 4110A](#)

[Policy 4110B](#)

[Policy 4110C](#)

[Policy 4120A](#)

[Policy 4210A](#)

[Policy 4210B](#)

[Policy 4210C](#)

[Policy 4210D](#)

[Policy 4210E](#)

[Policy 4220B](#)

[Policy 4220C](#)

[Policy 4220D](#)

[Policy 4220E](#)

[Policy 4220F](#)

[Policy 4220G](#)

[Policy 4230A](#)

[Policy 4230B](#)

[Policy 4230C](#)

[Policy 4230E](#)

[Policy 4310A](#)

[Policy 4310B](#)

[Policy 4310C](#)

[Policy 4310D](#)

[Policy 4310E](#)

[Policy 4320A](#)

[Policy 4320B](#)

[Policy 4320C](#)

[Policy 4320D](#)

[Policy 4320F](#)

[Policy 4320G](#)

[Policy 4320H](#)

[Policy 4320I](#)

[Policy 4410A](#)

[Policy 4410B](#)

[Policy 4410C](#)

[Policy 4410E](#)

[Policy 4420A](#)



[Policy 4420E](#)

[Policy 4430A](#)

[Policy 4430B](#)

[Policy 4510A](#)

[Policy 4510Bi](#)

[Policy 4510Bii](#)

[Policy 4510C](#)

[Policy 4510D](#)

[Policy 4510E](#)

[Policy 4510F](#)

[Policy 4510G](#)

[Policy 4520A](#)

[Policy 4520B](#)

[Policy 4520C](#)

[Policy 4520D](#)

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