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.

See the following page for procedure.

Adopted November 19, 1981
Revised April 26, 1984
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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 WWCC 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 WWCC 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.

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