



Employee Tuition and Fee Waiver Policy

- (1) **Job Related Tuition and Fee Waivers.** An employee may seek a waiver of tuition and fees for a Dixie Tech program or short term training course. The employee must complete a Job Related Tuition and Fee Waiver Form. In order to be approved, the form must be signed by (1) the employee's supervisor and (2) and the college budget executive overseeing the program or course, who shall ensure that the class has a sufficient number of full paying students in order to carry it. Approval of the waiver is in the discretion of the supervisor and budget executive.
- (2) **Other Employee Tuition Waivers.** An employee may also seek a waiver of tuition for a Dixie Tech program or short term training course which is not necessarily job related on their behalf or on behalf of an immediate family member (a spouse or benefit eligible children). Employees may receive tuition waivers of up to a total of \$2,000 per fiscal year for full-time employees and \$1,000 per fiscal year for part-time employees (the limitation includes the employee's family). In order to be approved the Employee Tuition Waiver form must be signed by (1) the college budget executive overseeing the program or course, who shall ensure that the class has a sufficient number of full paying students in order to carry it and (2) the Human Resource officer, who shall ensure that no employee exceeds the limitations above. The employee and/or family member must pay the associated program or course fees.
- (3) **Presentation to Cashier.** After the form is approved, it shall be presented to the cashier.

Revision Dates: March 2018