

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 338 MTC Tuition Benefits

Approved 6-30-2017

DEFINITIONS

- (A) An “employee family member” is defined as the employee’s spouse and any legal dependents up to age 24 who live in the employee’s residence. ⁱ
- (B) An “employee” includes full- and part-time faculty, adjunct faculty, administrative staff, support staff, and cost-shared employees.

POLICY:

- (A) Marion Technical College (the “College”) encourages further education for all its employees and their family members.
- (B) The College shall provide a 100% remission of MTC tuition and all fees each term of enrollment for each employee and family member. Each family member is eligible for this remission for a maximum of 70 credit hours.
- (C) Adjunct faculty members who are teaching during a given term are eligible for a 100% remission of tuition and all fees for four credit hours during that same term. Adjunct faculty family members are not eligible for benefits under this policy.
- (D) An employee must take classes outside of his or her regularly scheduled work hours, unless approved by the employee’s immediate supervisor.
- (E) With the supervisor’s approval, an employee may enroll in a maximum of six credit hours or the equivalent in CEUs (or any combination thereof) during his or her regularly scheduled work hours during the academic year (fall, spring, and summer, terms). These instructional benefits are non-cumulative and will be awarded at the beginning of each academic year.
- (G) Approval to take classes during work hours shall be granted on a first come/first served basis and is contingent upon area staffing needs.
- (H) All time spent in classes during the employee’s regularly scheduled work hours must be repaid to the College within the week it occurs. Vacation, personal/emergency, or compensatory time may be used to cover class time and must be submitted as a leave request or on a time sheet, if applicable.
- (I) An employee may be required by his or her immediate supervisor to take a class(es) to improve job skills. In this case, the credit hours are not charged against the credit hour limit and the employee may take the class during his or her regularly scheduled work hours.

- (K) The employee or family member is responsible for purchasing textbooks or any supplies for any class in which he or she enrolls.

PROCEDURE:

- (A) The employee or family member shall apply for admission to the College according to regular admission procedures. The admission application fee shall be waived.
- (B) The employee will complete and sign the appropriate Business Office form to verify the family member's eligibility for this benefit.
- (C) Upon registration, the Business Office shall verify the student's eligibility and charge the tuition/fees to the Human Resources budget.
- (D) The applicant must complete the FAFSA. The tuition benefit will be applied after any type of financial aid (with the exception of work-based scholarships) is applied.

PRIOR APPROVAL DATES: 9-18-01, 11-19-02

ⁱ Removed Trustee and Trustee family member from policy per opinion from Assistant Attorney General (4-7-17)