



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Employee and Dependent Tuition and Fee Waivers
Procedure Number: 01-2004-0013
Board Policy Reference: IV.A. General Executive Direction

Accountable Administrator: Chief Human Resources Officer
Position responsible for updating: Chief Human Resources Officer
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Purpose/Principle/Definitions:

The Employee and Dependent Tuition and Fee Waiver is available to Full-time Faculty, Classified and Exempt Technical employees and their dependents according to the respective Collective Bargaining Agreement (CBA), handbook, or employment agreement. Part-time faculty who are covered by the CBA also qualify for tuition waiver as stated in the CBA. The definition of “dependent” and the amount of tuition and/or fee waiver available is determined by these documents. “Tuition” does not include any applicable fees and relates to credit courses only. Fees are waived based on designated bargaining agreement. Non-credit classes, which charge AFEEs (A Fee For Education) are covered under the document above.

Guidelines:

- The Employee /Employee Dependent Tuition Waiver form is available on the Wolf Web Employees are to complete the form (either for themselves or on behalf of the dependent in question) and submit said form to the Human Resources Department. Submission can be made via e-mail or printed form. E-mailed forms must be sent from the employee’s on-campus e-mail account which will serve as his/her “signature” for purposes of this form.
- Human Resources will complete their portion of the document verifying the employee benefit and the eligibility of the employee for the benefit.
 - If the waiver is appropriate given the criteria outlined in this procedure, the completed form will then be sent to the service center to be applied to the student’s account.
 - If the waiver is denied, Human Resources will designate such on the form and return it to the requesting employee.

- Waivers must be requested, processed and completed within the term of the requested waiver. Retroactive requests will not be honored. For example, Fall term waiver requests for fall classes must be completed in fall term within the timelines denoted in this procedure. Requests made in Winter term for Fall term classes will not be honored..
- If multiple dependents OR a dependent and the employee are requesting waivers, a separate form must be completed for each individual applying.
- An employee and/or dependent may register for classes before completing the waiver form; however, s/he is responsible for payment in full if the waiver is not completed and processes and the course(s) are not dropped within the refund period.

Forms: Employee/Dependent Fee Tuition Waiver

