

# CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM #7100 (Revised February 2002)

SUBJECT: TUITION WAIVER POLICY FOR COMMUNITY COLLEGE EMPLOYEES

A. References:

1. Board of Regents Bylaws and Policies (BORP), Section 6-4, e. Exemptions From Tuition and Other Fees (for Faculty and Staff).

B. Purpose:

1. To delegate to Provosts and the Director of the Employment Training Center (ETC) the authority to approve tuition waivers for their eligible employees.

C. Responsibilities:

1. Senior Vice President, University of Hawai'i and Chancellor for the Community Colleges (hereinafter Chancellor):
  - a. Establishes the Community Colleges (CC) systemwide guidelines for processing tuition waivers for CC employees.
2. Provosts/Director of ETC:
  - a. Develops campus procedures for the issuance and acceptance of tuition waivers for eligible employees in accordance with the BOR policy and applicable collective bargaining agreements.

D. Guidelines:

1. Eligibility
  - a. Regular employees (faculty, APT, civil service, etc.) working half-time or more (20 hours or 8 credits or more), may apply for tuition waivers for courses taken within the University System.
    - (1) Research Corporation (RCUH) and University of Hawai'i Foundation employees are not eligible for tuition waivers;

- (2) Civil Service emergency hires are not eligible for tuition waivers; civil service TAOL and LTA appointees are eligible for tuition waivers only if their appointments span the entire semester or term for which they are requesting a waiver. (per UH-OHR, 3/98)
- (3) Casual hires are not eligible for tuition waivers.
- (4) Lecturers working half-time or more are eligible for tuition waivers provided that their half-time or more appointments are in effect at the time they enroll and request the waiver (i.e., on the first day of class).

## 2. Restrictions

- a. Employees may register for up to a maximum of six (6) credits exempt from tuition and fees in each academic semester. The exemption does not apply to individual instruction in fields such as music. Applicability of tuition waivers for UH - Mr noa Summer Session courses, credit or non-credit courses offered by the College of Continuing Education and Community Service or the CC Continuing Education and Training Offices will be determined by the policies established by those respective programs.
- b. Employees will pay regular tuition and fees for instruction exceeding the limits noted in D.2.a. and b. above. Employees are also responsible for all non-G funded fees (e.g., Graduate Student Association fees, etc.).
- c. To qualify for the tuition waiver employees must enroll in classes only after all of the regular students have had an opportunity to register. Any prepaid tuition will not be reimbursed. Refer to the campus registration schedule (Schedule of Classes information booklet) for complete information.
- d. The employee's enrollment must not place any undue or unusual burden on the instructor of the course.
- e. Employees who take advantage of the employees tuition waiver program must ensure that their normal University duties are carried out as usual. If the course(s) to be taken are scheduled during the employee's normal workday, the employee must obtain his/her supervisor's approval to take the class. Employees may be required to file for vacation time or make up the time for work time missed.

3. Procedures

- a. Employees shall observe the registration policies and procedures of the campus they plan to attend. As needed, they must present a completed and approved Request for Tuition Exemption Form (Attachment 1) to the campus' cashiers office.

E. Recisions

CCCM #7100 dated April 1998.

Joyce S. Tsunoda  
Senior Vice President, University of Hawai'i and  
Chancellor for Community Colleges

Attachments

**UNIVERSITY OF HAWAI'I  
COMMUNITY COLLEGES  
REQUEST FOR TUITION WAIVER  
(HALF-TIME<sup>1</sup> OR MORE EMPLOYEES ONLY)**

- Fall \_\_\_\_\_(Yr)  
 Spring \_\_\_\_\_(Yr)

To be completed by Requestor:

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Position Title \_\_\_\_\_ Home Campus \_\_\_\_\_

Check one: Undergraduate "      Graduate "      FTE \_\_\_\_\_ BU \_\_\_\_\_ Date \_\_\_\_\_

Credit - List by Subject Area and Course Number

Semester Hrs.	Course (e.g., Eng 100, Hist 151, Psy 100)	Days/Hours	Campus	Beginning/Ending Dates (MM/YR - MM/YR)

" Approved " Disapproved "Not Applicable (If courses do not fall within employees normal work hours)

\_\_\_\_\_  
Supervisor's Name, Title (print or type)      Supervisor's Signature      Date

I certify that the requestor named above meets all of the eligibility requirements for a faculty/staff tuition waiver for \_\_\_\_\_ credits in the semester applied for.

\_\_\_\_\_  
Authorized College Official's Name, Title (print or type)      Auth.College Official's Signature      Date

<sup>1</sup>As defined by Board of Regent's Policy.

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