

Employee Tuition Waiver Policy

COCC **benefited employees** are required to submit a tuition waiver form for continuing education or credit classes each term. (If eligible employees are registered in classes, their tuition will not be automatically waived.) Employees are responsible to submit a tuition waiver form each term and pay all fees and other charges by the tuition due date of each term in order to avoid late payment fees.

Tuition waiver forms for **retirees, dependents** (children to age 25), **spouses**, and **domestic partners** of eligible staff members are required and **MUST** be submitted EACH term by the tuition deadline to avoid late payment fees. *The student is still responsible to pay all fees and other charges by the tuition due date* of each term in order to avoid late payment fees.

Tuition waiver forms WILL NOT be accepted after the last day of the term in which the coursework was taken. *If a tuition waiver form is not submitted by this deadline all tuition and fees become the full responsibility of the student or staff member.*

Tuition waivers are a **taxable benefit for domestic partners** and domestic partner dependents. As such, the cost of each class for which you receive a tuition waiver will be added to your taxable income as the waivers are incurred. The Domestic Partner relationship must be documented (Affidavit must be on file with Human Resources for eligibility).

This policy is in *addition* to current bargaining agreements and does not alter any contract language addressing staff tuition waivers.

The tuition waiver form is available on the COCC website under Employee Login > Benefits & Forms > Human Resources Forms > Employee Related Forms.

Classified staff members must be in **Regular** Status (initial probationary period completed) by the tuition payment due date of the credit term for which the waiver is applicable.

Eligible employees enrolled in a class must be in regular active employment status on the tuition payment due date to receive a tuition waiver. If an employee is enrolled in a class but terminates employment prior to the tuition due date, the employee will be responsible for the full tuition payment.