

**NEW RIVER COMMUNITY COLLEGE
CONTINUOUS LEARNING POLICY AND
EMPLOYEE TUITION WAIVER REQUEST FORM**

For eligible New River Community College employees, tuition and fees may be waived for courses (up to six credit hours) taken at New River Community College each semester in which they are employed.

Eligibility: The following employees of New River Community College are eligible for the waiver of tuition program:

- Full-time teaching faculty
- Full-time administrative/professional faculty
- Full-time classified staff
- Part-time teaching faculty
- 1,500 hour wage employees (excludes student-employees)

Admission: An employee must obtain student status by applying to the Admissions Office.

Availability: An employee may not be enrolled in any course where such enrollment would result in the displacement of a regularly enrolled student.

Policies: An employee must follow current academic and registration policies regarding grades and credit, withdrawal procedures, completing a degree, etc.

Job-relatedness: An employee may take classes that are job-related, not job-related or part of a job-related degree program.

Missed Work Time: An employee must make up any time used to attend classes during regular working hours. The employee's immediate supervisor must verify that work time missed to take a class has been made up.

Taxability: Current taxability guidelines apply.

Request Procedure: An employee must complete the *Employee Tuition Waiver Request Form*, obtain signatory approvals, and route the form to Human Resources. Human Resources will notify the employee when the request form is approved.

