



Northern Marianas College Procedure - Interim

Procedure No.: 7015.3 Procedure Title: Tuition Waivers for NMC Employees
 Issuing Date: _____ Adoption Date: _____ Effective Date: Fall 2016
 Office of Origin: Chief Financial Officer
 Procedure Approval Authority: President *Paio*
 Board Policy No. associate with this procedure: 7015
 This Procedure Supersedes/Replaces: 3037/4215/5010.11

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description This procedure outlines the process for applying tuition waivers for NMC Employees. Northern Marianas College provides a tuition waiver as a benefit for its employees. This procedure will apply for the Fall 2016 semester except where noted below.

Areas of Responsibility Chief Financial Officer, Financial Aid Office, Office of Admissions and Records, Human Resource Office, and Finance Office

Procedure details Northern Marianas College will waive tuition for certain categories of students.

- 1) **Eligibility Criteria:**
 - a. **NMC Employees:** Regular, full-time NMC employees who have been employed for a continuous period of 12 months are eligible for Tuition Waivers.
- 2) **Procedures for Tuition Waivers:** Tuition Waivers for the categories of students enumerated in the above section are subject to the following rules.
 - a. Students eligible for Tuition Waivers will receive a waiver on their tuition up to a maximum of six (6) credits per term (fall, summer, and spring) for a maximum of 18 credits per calendar year for academic courses and non-degree unit courses;
 - b. Tuition Waivers do not apply to any fees, books, or supplies;
 - c. Tuition Waiver benefits are applicable for regular NMC academic courses geared towards a student's degree program and non-degree units (NDUs) only. Benefits do not apply to Community Program courses, Outreach Programs, specialized training, proposals, repeated courses, or Memoranda of Understanding/Agreement or other approved contracts;
 - d. Students must maintain a minimum grade point average of 2.0

- for the term in which tuition was waived in order to continue to avail of the Tuition Waiver benefit;
- e. Tuition Waiver benefits are based on space availability during the last day of registration only. A Tuition Waiver will be granted only after the College meets the minimum number of paid enrollments for the class, as defined by NMC procedure or directive. Candidates may register only during the dates specified and only after they have submitted the other requirements listed above. Eligible students who choose to register during the regular enrollment period will forfeit eligibility for the Tuition Waiver;
 - f. Qualified candidates will have their Tuition Waiver benefit moved towards the balance of their account. In no case will a Tuition Waiver award will be refunded to the student;
 - g. Students are responsible for submitting all required documents two weeks in advance of registration period and may not claim the Tuition Waiver after the prescribed registration period;
 - h. The Office of Admissions and Records (OAR) shall be responsible for reviewing applications for Tuition Waivers and that the criteria in this procedure are applied appropriately. Upon determining a student's eligibility for Tuition Waiver and assessment of a student's tuition, OAR should code the student's record to reflect a Tuition Waiver;
 - i. All payments must be paid before the end of the term for which the Tuition Waiver was applied and made in accordance with Finance Office policies and procedures;
 - j. Eligible employees must obtain written approval from the President (or his or her designee) and supervisor and complete a "Tuition Waiver" application at least two weeks prior to registration date or as authorized by the President;
 - k. Subject to supervisor approval, NMC employees in good standing may enroll courses during regular working hours, provided however that annual leave must be taken or hours must be made up and that normal business processes are not disrupted. Alternate work schedules to accommodate courses taken during regular working hours as approved by supervisors shall be documented in the Tuition Waiver application.
 - l. Employees must agree to and sign an Employee Tuition Waiver Payback Agreement;
 - m. Employees must reimburse the tuition waived for any courses that the student fails or withdraws from after the add/drop period, if a student's eligibility for the Tuition Waiver is found to be invalid before the last day of the applicable semester, or if

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an employee voluntarily separates during the term in which the Tuition Waiver benefit is availed. Tuition and fees shall be assessed to the student's account, and it will be the responsibility of the student to settle the account. Reimbursement for tuition shall be payroll deducted from the employee's paycheck starting the period after the withdrawal or failure, for no more than a four month period;

- n. Employee must turn in their official transcripts to the Human Resource Office not more than two weeks after final grades are posted to ensure that minimum GPA requirements are met;
 - o. Only one type of tuition waiver or discount may be availed by a student at a time.
- 3) **Exceptions:** Any exceptions or special circumstances require prior written approval of the President and must include supporting documentation of the exception.
- 4) **Budgetary Considerations:** Budgetary considerations make it necessary to grant tuition waiver on a year-by-year basis only, and this policy is subject to review and/or change based on availability of funds.

References

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