This procedure is to specify and clarify how eligible employees and their designated dependents may use the College’s Tuition Waiver Benefit (TWB) consistent with applicable College labor agreement provisions and policies. This procedure is applicable to credit courses, non-credit courses, and Youth/A+ and Athletic Camps.

# General Provisions

1. Only eligible employees and their designated IRS dependents may use available tuition waiver credits. Dependents previously designated will remain in place unless removed by the eligible employee.
2. During open enrollment periods or after qualifying life changing events:
	1. Employees should review their TWB dependents.
	2. Add new TWB dependents. Employees need to submit their proof of dependency documentation prior to applying for the Tuition Waiver Benefit to Human Resources. Please see the following link [Dependent Coverage Eligibility and Documentation](https://internal.lcc.edu/hr/employee_benefits/) for the options for proof of dependency documentation.
	3. Remove Tw TWB dependents may be addedB dependents.WB dependents who are no longer eligible (no longer IRS dependents).
3. The College will verify the eligibility of employees and their TWB dependents, and conduct audits as appropriate.
4. Employees and all of their designated tuition waiver dependents will have their tuition waiver benefit suspended until all student accounts are paid in full. Additionally, the employee may be subject to disciplinary action, up to and including termination, as a last resort, if:
	1. the employee or their dependent(s) fail to timely make payments under College Payment plans for fees associated with use of their tuition waiver benefits.
	2. the employee or their ***minor*** dependent(s) drop courses during the 50% drop period and fail to timely pay the 50% tuition charge for the dropped course and associated fees.
5. There will be two forms available on the Human Resource’s website:
	1. Tuition Waiver Form – (Any combination of Credit/Non-Credit Courses).
	2. Tuition Waiver Form – Youth Programs (Any Youth/A+ and Athletic Camps).
6. A separate completed form is required for each student.

The process for each type of course or camp is listed in the following sections.

# Request for Credit Courses:

1. Employees must initiate the Tuition Waiver Form from the Human Resources website. This form is initiated and completed by the employee. The employee will select if the employee or their dependent is the student on the form.
	1. If the employee is the student or the student is a minor dependent: The employee completes the employee and, if applicable, the student portion of the form. The form must be electronically submitted prior to the start of the course(s). Once electronically submitted, it is routed to Human Resources for approval and processing.
	2. If the student is a non-minor dependent: Once the employee portion of the form is completed and electronically submitted, the form will then be routed to the non-minor dependent to complete their section. The student section of the form includes authorization by the student for LCC to release Student Finance records related to the student’s enrollment to the respective employee. The non-minor dependent must electronically submit the form prior to the start of the course(s). Once electronically submitted, it is routed to Human Resources for approval and processing.
2. The College will send the student a scheduled bill statement to the student's LCC email account, specifying the charges for the course(s) as well as the payment due date.
3. Employees or enrolled student dependents must secure their credit course(s) by the due date listed on their scheduled bill through one of the following options:
	1. Payment in full for all tuition and fees
	2. Enrollment in a College Payment Plan. There is an employee sponsored College payment plan that has no enrollment fee.
4. LCC will drop any enrolled student who has not secured his/her credit course(s) by timely paying in full or enrolling in a payment plan.
5. LCC will publish the payment plan details and dates for each semester on the Student Finance website at the following link: [Payment Dates](https://www.lcc.edu/admissions-financial-aid/tuition-and-costs/payments.html). These dates are generally posted six weeks prior to the start of a semester.
6. LCC applies tuition waiver benefits to student accounts after the 50% refund period and prior to the first employee sponsored scheduled payment plan date. Eligibility for the waiver will be determined by the College on the date the waiver is applied. Therefore, the employee must be in good standing by being a current employee without a suspended tuition waiver benefit at the time the College applies the waiver to the student account. If the student has previously paid tuition that is covered by the tuition waiver, the amount of tuition covered by the waiver will be refunded to the student.
7. Tuition waiver benefit requests for course(s) dropped during the 50% refund period will not be approved, and the student will be responsible for the 50% tuition charge for dropped course(s) and any associated fees.
	1. If the student is a non-minor dependent, the dependent will be responsible for payment. The student will have a hold placed on their account and will be unable to register for courses until full payment is remitted. The tuition waiver for the employee and any other dependents will not be adversely impacted.
	2. If the student is an employee or a minor dependent, the employee will be responsible for payment. The student will have a hold placed on their account and will be unable to register for courses until full payment is remitted. The tuition waiver for the employee and ***all*** dependents will be suspended until all accounts are paid in full.
8. Courses with applied tuition waiver benefits that are dropped or withdrawn beyond the 50% refund period are considered as courses taken, and those tuition waiver credits will be considered depleted and will not be reinstated.

# Request for Non-Credit Courses (Community Education courses or cross-listed non-credit courses within Banner):

1. Employees must initiate the Tuition Waiver Form from the Human Resources website. This form is initiated and completed by the employee. The employee will select if the employee or their dependent is the student on the form.
	1. If the employee is the student or the student is a minor dependent: The employee completes the employee and, if applicable, the student portion of the form. The form must be electronically submitted prior to the start of the course(s). Once electronically submitted, it is routed to Human Resources for approval and processing.
	2. If the student is a non-minor dependent: Once the employee portion of the form is completed and electronically submitted, the form will then be routed to the non-minor dependent to complete their section. The student section of the form includes authorization by the student for LCC to release Student Finance records related to the student’s enrollment to the respective employee. The non-minor dependent must electronically submit the form prior to the start of the course(s). Once electronically submitted, it is routed to Human Resources for approval and processing.
2. If the non-credit course(s) have an associated out-of-pocket fee, the College will notify the student of the amount and how and when to make payment. If payment is not received, the student will be dropped from the course(s).
3. LCC will apply tuition waiver benefits after payment of any out-of-pocket fees and approval from Community Education.
4. For course(s) dropped after the non-credit course(s) started, the applied tuition waiver benefit credits will not be restored.

# Request for Youth/A+ or Athletic Camps:

1. Employees must initiate the Tuition Waiver Youth Programs Form from the Human Resources website. This form is initiated and completed by the employee for their minor dependent. The form must be electronically submitted prior to the start of the camp(s). Once electronically submitted, it is routed to Human Resources for approval and processing.
2. If the camp(s) have an associated out-of-pocket fee, the College will notify the employee and payment to Community Education or Athletics is required via their registration system prior to the start of the camp(s). If payment is not received, the student will be dropped from the camp(s).
3. LCC will apply tuition waiver benefits after payment of any out-of-pocket fees and approval from Community Education or Athletics.
4. For camps dropped after the camp started, the applied tuition waiver benefit credits will not be restored.