
TITLE:	Tuition and Fee Waivers for Whatcom Community College Employees Employed Half time or More
NUMBER:	331 (Formerly 4060)
APPROVED BY THE BOARD OF TRUSTEES:	10/9/79
AMENDED: WAC CITATION	3/7/95
AMENDED BY THE BOARD OF TRUSTEES:	1/9/13; 6/10/97

1. Definition: For the purpose of this policy a “half-time or more” Whatcom Community College employee shall be defined by the College’s Human Resources Office.
2. Employees employed half time or more at Whatcom Community College may receive tuition and fee waivers at Whatcom Community College under the following conditions:
 - (a) enrollment shall be on a space-available basis after opportunity has been given for other students to register for courses offered by the College;
 - (b) no new or additional courses or course sections shall be created for the purpose of accommodating enrollments of students enrolled on the basis of waivers under this policy;
 - (c) enrollment information on employees on a space-available basis will be maintained separately from other enrollment information and shall not be included in official enrollment reports, nor will persons enrolled pursuant to the provisions of this policy be considered in any enrollment statistics which would affect budgetary determinations;
 - (d) computations of enrollment levels, student/faculty ratio, or other similar enrollment related statistics will exclude student credit hours generated by enrollments for which waivers have been granted under this policy;
 - (e) employees enrolling on a space-available basis shall be charged a registration fee of ten dollars per course regardless of the number of courses or credits for which a waiver is received;
 - (f) an employee must secure authorization from his/her direct-reporting line Vice President for tuition and fee waivers under this policy. When authorized, an employee may engage in up to five (5) credits of course work during normal working hours. When the course work is an approved part of the individual's occupational improvement plan and directly related to institutional needs, released time may be granted. Other course work may be accommodated through authorized rearrangement of schedule workweek assignments.