

# **Blue Ridge Community and Technical College**

## **Employee Tuition Waiver Procedure**

Blue Ridge Community and Technical College awards tuition waivers to all full-time and part-time personnel. Full-time personnel may request up to a maximum of nine (9) credit hours per semester per person. Part-time personnel may request up to a maximum of three (3) credit hours per semester per person.

The following procedure should be utilized when making such requests:

Please note:

- Any fees (such as lab fees, etc.) associated with the registration or course(s) are not covered by the waiver.
- Tuition waivers are a form of financial aid and are subject to all financial aid rules and regulations including Satisfactory Academic Progress (SAP). Eligible employees may receive a waiver up to a maximum of 60 credit hours and must maintain a minimum of a 2.0 GPA.
- Applicants will be eligible for an initial waiver based on acceptance by the college but must have a 2.0 GPA at the end of each semester.
- Grants and scholarships will be applied to students account first and the tuition waiver may need to be adjusted to not exceed the student's budget.
- A separate form is needed for each individual for each applicable semester.
- If you were not enrolled for classes the previous semester and you are a degree-seeking student, you must submit an Application for Admission (available in the Enrollment Management Office). If you are a special, non-degree student, you must complete the non-degree student Registration Form (available in the Enrollment Management Office). You may be required to list the cost of the class(es) as income on your Federal Income Tax Forms.
- Part-time and Adjunct personnel must be working (teaching) during the semester of their tuition waiver request to be eligible for this program.
- Tuition waivers are not applicable to Career Advancement courses (i.e., Master Chef, GCI, CCI, etc.).
- A tuition waiver does not necessitate educational release time. An *Educational Release Time Request* form should be completed if requesting time away from normal scheduled work hours for studies.

The following are guidelines for submission of application and approval:

1. Complete the Blue Ridge CTC *Employee Tuition Waiver Application* located on the Human Resources website under "Forms and Worksheets."
2. Submit the completed form to the Human Resources Office by the deadline for the applicable semester.
3. HR will verify the employee is eligible and forward the waiver to the Financial Aid office for final approval and processing.
4. If the tuition waiver is not approved by Human Resources, the employee will receive a copy of the waiver form indicating why the waiver was denied. The employee can request a meeting with HR if they have questions regarding the reason for the denial.

5. The tuition waiver award is reflected on the student's financial aid package. The amount paid is reflected in the student's account summary by term. The award amount and paid amount may not be the same because of hours registered for, other types of aid or standards of progress.

**Applications for tuition waivers are due by the Thursday prior to the beginning of classes for each term.** Late applications will not be accepted.