

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCESURES MANUAL

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FRINGE BENEFITS  
Procedure No. 3-08 (G)  
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Effective August 15, 2003

**(1) Fee Waiver**

Instructional and general fees, initial application fee, matriculation fee, laboratory fees, and proficiency examination fees of personnel who have been full- or percentage of full-time employees for a minimum of one quarter, and who are enrolled in Columbus State Community College degree-credit courses, will be paid by the department to which the employee is assigned. Textbook expenses will be paid by the employee.

Instructional and general fees, initial application fee, matriculation fee, laboratory fees, and proficiency examination fees of percentage of full-time employees will be paid in proportion to their degree of full-time employment. Course participation must take place such that no employment time is lost. Fee support will cease when the employee is no longer employed by the college. Approval to enroll in degree-credit courses will be granted at the discretion of the employee's supervisor.

If an employee registers for a course within the provision of this paragraph, and later withdraws from the course following the date for one hundred percent refund of fees as provided in Section 7-06 (O) of this policy, the employee will be permitted to register again for that course under the provisions of this paragraph only with the express written consent of the employee's supervisor.

The college will waive on a prorated basis the instructional and general fees of the Columbus State Community College degree-credit courses scheduled by adjunct instructors who have been employed by the college a minimum of two quarters. Five percent of the fees will be waived for each contact hour instructed by the adjunct faculty member during the previous quarter.

Instructional and general fees, initial application fee, matriculation fee, laboratory fees, and proficiency examination fees of personnel who have been part-time employees for a minimum of six (6) months and who are enrolled in a Columbus State Community College degree credit course will be paid by the department to which the employee is assigned at a rate of 50% of one (1) class per quarter. After the employee has been working for the college for one year, the rate will change to 50 percent of two (2) classes per quarter.

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The college will waive 75 percent of the instructional and general fees of Columbus State Community College degree-credit courses scheduled by spouses and dependent children and dependent stepchildren of full-time college employees who have been employed by the college for a minimum of two (2) quarters.

A dependent child is one whom the employee can legally claim on his/her taxes or as specified in a divorce/dissolution decree. Fee waiver will cease when the employee is no longer employed by the college. Fees waived will be paid by the department to which the employee is assigned. Fees will be waived to a maximum of one hundred and ten credits. Fees will not be waived for courses for which the student has previously received a failing grade or from which the student has withdrawn after the date on which a fraction of fees would be reimbursed. Seventy-five percent of the instructional and general fees of spouses and dependent children and dependent stepchildren of percentage of full-time employees will be waived in proportion to their degree of full-time employment. In order to participate in the fee waiver program, employees must complete the fee waiver form and obtain the appropriate approvals.

(2) **Tuition Reimbursement:**

Tuition reimbursement at accredited institutions of higher education other than Columbus State Community College is provided to full-time and percentage of full-time employees who have completed one year of continuous service to the college. An employee's application to participate in this program must include a description of the employee's proposed educational program. The application must be approved by the employee's supervisor, with the advice of the supervisor's immediate superior. The following conditions apply to the fee reimbursement program:

- (a) The educational program must be related to the employee's job at the college or to a job the employee might expect to hold at the college in the future.
- (b) The employee will be permitted each fiscal year to be reimbursed for a maximum of \$6,000 for an undergraduate degree and \$8,000 for a graduate degree. Unused funds may not be carried from one year to the next.

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- (c) Reimbursement will be granted for 100 percent of eligible fees. Eligible fees include instructional and general fees, but not application, matriculation, laboratory, or parking fees; and not for textbooks.
- (d) Course enrollment must take place such that no employment time is lost.
- (e) Reimbursement will be granted only upon presentation of evidence of satisfactory completion of courses. Satisfactory completion is defined as a grade of "C" or better in graded courses or of "Pass," "Satisfactory," or "Progress" in ungraded courses.
- (f) Fees of percentage of full-time employees will be reimbursed in proportion to their degree of full-time employment.
- (g) The provisions of this paragraph are not extended to an employee who is on a leave of absence as defined in Section 3-13 of this policy. If an employee is granted a leave of absence for academic study, and if that employee pays the academic fees from his/her personal resources, the college will reimburse one-third of the instructional and general fees at the end of each of the three (3) years immediately following the leave of absence that the employee remains in the employ of the college.

In order to participate in the Tuition Reimbursement Program, it is the responsibility of the employee to submit a completed application for reimbursement thirty (30) calendar days prior to the anticipated start date of the first quarter/semester. An employee's application to participate in this program must include a description of the employee's proposed educational program. The application must be approved by the employee's supervisor.

In order to be reimbursed, the employee must submit a completed reimbursement form, along with official documentation of paid fees and a final grades report, to the Human Resources Department within sixty (60) calendar days after completion of the academic quarter/semester. If an extension has been granted, written documentation regarding the nature of the extension must be submitted within the same sixty (60) days.