

	POLICY	Motion No.	EXEC 1002-2024
	Tuition Waiver for Administrative Employees	Effective Date	2/20/2024
		Responsible Department	Human Resources
		Attorney Review / Date	[Attorney Name] [Date]

Full-time administrators, their spouses, and their dependent children (as defined by the Federal Income Tax definition of "dependent children") are eligible for a 100% tuition waiver on credit classes, including dual enrollment classes, at Pennsylvania Highlands Community College for a maximum of sixty-eight (68) credits per individual.

Administrators hired during a semester will not be eligible for course tuition waiver until the following semester.

To be eligible for the tuition waiver, dependent children, who identify as matriculated students, must first apply for financial aid including federal and state grants. If a dependent child is awarded a federal or state grant, the grant will be used first to cover the tuition cost to the fullest extent possible with the remaining tuition balance subject to the tuition waiver. If a dependent child is awarded an outside scholarship, the scholarship does not have to be applied to tuition unless specified by the scholarship issuer.

Administrators and spouses are not required to apply for federal and state aid, however, if federal or state grant aid is awarded then that aid must be applied before the tuition waiver.

Tuition aid will be applied in the following order:

- Federal and State grant aid,
- External scholarships which are required to be applied toward tuition, and then the
- PHCC Tuition Waiver

Note: At no time will the tuition waiver exceed the cost of tuition.

Full-time administrative employees enrolling into for-credit classes at the College must pay a \$10.00 per credit fee at the time of registration and any additional course or lab fees. Spouses and dependent children must pay all College and course/lab fees and charges.

In order to be eligible for the tuition waiver, registration for classes must occur at least two weeks before classes are to begin.

Administrators may only enroll in classes at the College if the classes will not significantly interfere with the administrator's job performance. An administrator may take PTO or flex normal working hours as necessary to attend classes, with supervisor approval prior to registering.

The College may require administrators to take courses during regularly scheduled work hours for the purposes of obtaining or updating skills necessary for the performance of their duties.

Effective Date	Motion Number	Document Author	Description of Change
2/20/2024	EXEC 1002-2024	Human Resources	The policy revisions outline how the financial aid department should administer the waiver
9/17/2008	EXEC 1013-2008	Human Resources	Revision
9/28/2004	Policy # 215	Human Resources	Initial Release

