

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP – 7.15**

TITLE: EMPLOYEE TUITION AND FEE WAIVER PROGRAM

SECTION 1. GENERAL

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| 1.1 | Scope – | This policy establishes an Employee Tuition and Fee Waiver Program for Eastern West Virginia Community and Technical College. |
| 1.2 | Authority – | W. Va. Code § 18B-10-5; Title 135, Procedural Rule, WV Council for Community and Technical College Education, Series 55, Rules - Human Resources and Administration; |

Approved by IET: E-vote 05/08/2024

Posted for 30 day comment period: 5/9/24 ñ 6/10/24. No comments received.

Approved by Cabinet: 6/18/24

Approved by BOG: 6/19/24

Updated to include effective date:10/31/24

- 3.2 Applications for a tuition and academic fee waiver must be submitted once per semester in each academic year. All requested Workforce Education continuing education training requests will be evaluated on a per program basis, as they are offered or have seat availability for Eastern staff.
- 3.3 The Employee Tuition and Capital Fee Waiver Program will be the last source of grant or scholarship funds contributed to each student, wherein all other grants and scholarships must be applied to the tuition first. Waivers granted through this program must never be more than the total cost of tuition and capital fees, when taken into aggregate with other forms of scholarship, waivers, or grants.
- 3.4 All qualifying employees may complete a Free Application for Federal Student Aid (FAFSA) each year in addition to the waiver application. Otherwise, any fees incurred are at the employee's expense. All qualifying employees may apply for WV HEAPS to help reduce the tuition costs.

SECTION 4. QUALIFICATIONS

- 4.1 To qualify for the benefit, a student must be one of the following:
- Benefits-eligible employees of the college. For an employee to be eligible for all applicable benefits, the position he or she holds must be reported at no less than .53 FTE or the employee works no less than 1,040 hours during a twelve-month period and continues from one fiscal year to another.

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