

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 465.2		
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	Last Revision Date:	12-05-01	
Effective Date:			
Section:	Personnel	Subject:	Enrollment of Associate Faculty in College Classes

PURPOSE

To encourage lifelong learning, the College provides a grant for payment of in-state tuition, registration and matriculation fees to associate faculty.

PROCEDURE

1. Associate faculty may receive a tuition grant for a maximum of four (4) credit hours per semester. This benefit is offered during the semester of teaching assignment or the semester immediately following.
2. This benefit is not extended to dependents of associate faculty.
3. This grant will not cover charges such as out-of-state tuition, class fees, courses offered by another educational institution, or non-credit classes.
4. Process
 - 4.1 The associate faculty member completes the “Arizona Western College Registration Approval Form for Associate Faculty” and submits it to the Division Chair for signature.
 - 4.2 The Division Chair or Off-Campus Director signs to certify that the associate faculty member is eligible for this benefit (indicating that the associate faculty member is teaching or has taught the previous semester).
 - 4.3 On the same day the associate faculty member registers, he/she must submit the signed form to the cashier in lieu of payment for in-state tuition, registration and matriculation fees (maximum 4 credit hours/semester), and pay any charges not covered under the grant.