


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>		<b>PROCEDURE 465.1</b>	
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		<b>Last Revision Date:</b>	10-26-09
<b>Effective Date:</b>		08-02-07	
<b>Section:</b>	Personnel	<b>Subject:</b>	Enrollment of Employees, Their Dependents and Board Members in College Classes

## **PURPOSE**

A grant for payment of tuition fees to employees, their dependents, retirees and board members allows them to enroll in the College at little or no cost.

## **PROCEDURE:**

### 1. Definition

Dependent is a spouse, child or other qualifying dependent as defined by the IRS. The College realizes that there are times or particular circumstances when an employee may be responsible for someone other than those defined by the IRS. In that event, the employee is urged to present the circumstances to the Executive Committee who will evaluate that particular situation and may grant dependency status.

### 2. The following qualify for a grant for payment of in-state, and out-of-state tuition. Special program/course fees, and distance education fees are not included and must be paid by the employee or their dependent at the time of registration.

2.1 Full-time College employees and their dependents

2.2 Retired full-time College employees (with a minimum of ten years service) and their dependents.

2.3 Members of the Arizona Western College District Governing Board

2.4 Part-time employees may be approved by the appropriate Vice President when in the best interest of the College. The immediate supervisor's signature and appropriate Vice President signature will be required on the Registration Employee Grant Form.

2.5 Associate Faculty (Refer to section 4)


### 3. The employee will complete a Registration Employee Grant Form. The employee's budget code is no longer necessary.

3.1 If the grant is to cover an employee's dependent, the employee and the dependent must sign the form.

3.2 The employee's supervisor must sign the form only when the employee is enrolled in a course that will take place during the employees normally scheduled work hours. The employee's supervisor's signature on the grant form will grant the full-time employee up to three hours of release time to attend class. The form whether approved or denied will be forwarded to the appropriate vice president for signature. Once all signatures have been obtained the form will be returned to the employee for final processing. The Request for Release Time Form is no longer necessary.

3.3 Full time retirees will complete a Registration Employee Grant Form and obtain a signature from Human Resources to verify eligibility.

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- 3.4 The Human Resources Department will provide the Business Office a list of all full time employees eligible for the employee grant.
  - 3.5 After all signatures have been received the employee/dependent will register for the course(s) and submit the Registration Employee Grant Form to the Business Office Cashier on the same day as registration occurs in lieu of payment. Any non-covered fees such as program/course or distance education fees will be collected at this time. Failure to submit the Employee Grant Form and pay any fees will result in the employee or dependent in being de-registered from their course(s).
4. Associate Faculty
- 4.1 A grant for payment of in state tuition fees allows them to enroll in the College at little or no cost.
  - 4.2 Associate faculty may enroll for a maximum of four credit hours. This benefit is offered during the semester of teaching assignment or the semester immediately following their teaching assignment. If the grant is not used within the specified timeframe, it becomes null and void.
  - 4.3 Mandatory courses required by the College to enable the faculty member to teach are not included in the four credit maximum.
  - 4.4 The Associate Faculty member will complete a Registration Grant Form for Associate Faculty. The faculty member's budget code is no longer necessary.
  - 4.5 The Associate Faculty member will obtain the signature of their Associate Dean or Dean. The form will be returned to the faculty member for further processing.
  - 4.6 The faculty member will register for their course(s), and submit the Registration Grant Form for Associate Faculty to the Business Office Cashier on the same business day as registration occurs in lieu of payment. Any out-of-state tuition, program/course or distance education fees will be collected at this time. Failure to submit the Registration Grant Form for Associate Faculty and pay any fees will result in the faculty member in being de-registered from their course(s).
5. Termination of Employment:
- The following guidelines will be followed when an employee terminates employment with the College for any reason either voluntary or involuntary:
- 5.1 Less than 50% of the semester is complete: Employee grant will be revoked in full and employee will have two weeks to pay the entire balance of tuition due. A statement will be sent to the student with the due date.
  - 5.2 50% or more of the semester is complete: Employee grant will remain in effect for remainder of the semester on the courses covered and will terminate at the end of the semester. No new grant requests will be honored for the employee or their dependent

# ARIZONA WESTERN COLLEGE ASSOCIATE FACULTY REGISTRATION GRANT FORM

Associate faculty are eligible to receive a scholarship for up to four credit hours during the semester in which they teach for Arizona Western College or in the very next semester. If the scholarship is not used within the specified timeframe, it becomes null and void.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

I am teaching (or taught): Section # \_\_\_\_\_ for the \_\_\_\_\_ Division

During Fall - Spring - Summer semester \_\_\_\_\_  
(circle one) (year)

I want to use my scholarship for: Fall - Intersession - Spring - Summer semester \_\_\_\_\_  
(circle one) (year)

Section #	Course Title	Credit Hours
Total Credit Hours:		

I certify that I am currently teaching part-time and/or taught the previous semester.

**Process:** Associate faculty member completes the Registration Grant Form and submits it to Associate Dean / Dean for signature. **On the same day** the associate faculty member registers, he/she must submit this form to the Cashier in lieu of payment for tuition fees (maximum four credit hours/semester), and pay any charges not covered under the grant such as out-of-state tuition, special program/course or distance education fees. (Off-campus registrations may be processed at off-campus site.) Mandatory courses required by the College to enable the faculty member to teach are not included in the four (4) credit maximum.

**Note:** This Grant does **NOT** cover special program/course fees, out-of-state tuition or distance education fees.

\_\_\_\_\_  
AWC Associate Faculty Date

I have verified that the associate faculty is currently teaching or has taught the previous semester.

\_\_\_\_\_  
Associate Dean or Dean Date

**PRESENT THIS COMPLETED FORM TO THE CASHIER AT THE TIME OF REGISTRATION.**

