SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY **EMPLOYEE TUITION EXEMPTION PROCEDURES**	Procedure 4.02.15.01

In accordance with the Policy 4.02.15 - Employee Tuition Exemption Policy, full-time College employees who enroll in either one (1) curriculum or extension course per semester shall comply with the following procedure:

1. Employees may not attend SCC classes during regular working hours without written prior approval of the College president. Such requests are to be submitted through the appropriate dean vice president utilizing the **Request to Take Class** form.

2. Attendance in classes during regular working hours will not be approved unless attendance in the class or program will, upon completion, improve the ability or skill of the employee to perform his/her current position. The decision to allow an employee to attend an SCC class during work hours is in the sole discretion of the President.

3. In order to receive the tuition exemption, the employee must complete the **Request to Take Class** form for each curriculum or extension education class each semester and submit the form to Human Resources prior to class registration.

4. The class must be directly beneficial to the College and applicable to the skillset required of the employee's position. The employee shall be responsible for charges that may be associated with the tuition exempt course, which may include fees, books, and/or supplies.

5. The amount of time an employee attends a class shall not be considered work time unless the President has first approved such a request.

6. The supervisor must complete an~~d~~ Employee Tuition Exemption Requisition to accompany the Request to Take Class form that the employee sends to Human Resources.

Adopted: April 2012

Cross-Reference: 4.02.15 – Employee Tuition Exemption Policy

Revised: July 23, 2013; April 22, 2014