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Owner Emily Weinacker  
Area 2.0 Human Resources

## Tuition Waivers, 2.15

### OPERATIONAL POLICY STATEMENT

The District shall waive Yavapai College tuition for:

1. regular full-time employees, their spouses and their dependent children;
2. regular part-time employees; and
3. adjunct faculty, their spouses and their dependent children, for adjunct faculty scheduled to teach course(s) for credit.

### PROCEDURE

#### Regular Full-Time Employees

Full-time employees may enroll for six or fewer hours of Yavapai College for credit course work per semester without payment of tuition.

The spouse and/or dependent children (as defined by IRS administrative rulings regarding dependency) of full-time employees may enroll in a partial or full program of course work without payment of tuition.

#### Waiver Practice:

Up to 6 credit hours for the employee and all credit hours for spouse & dependents will be waived at the following rate:

Type	Waiver
FEE	The standard tuition rate is waived
LAB or Field Trip Fees	\$60 maximum per semester waived
Non Credit	No Waiver

- The Spouse and Dependents must be listed on the employee's Tuition Waiver Eligibility form.
- Full Time employees, their spouses and dependents are eligible for the waiver as long as the employee was a full-time employee at the time of registration.

## Regular Part-Time Employees

Regular part-time employees may enroll for three or fewer hours of Yavapai College for credit course work per semester without payment of tuition.

### Waiver Practice:

Up to 3 credit hours for the employee will be waived at the following rate:

Type	Waiver
FEE	The standard tuition rate is waived
LAB or Field Trip Fees	\$60 maximum per semester waived
Non Credit	No Waiver

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- Regular part-time employees are eligible for the waiver as long as the employee was a regular part-time employee at the time of registration.

## Adjunct Faculty

Adjunct faculty, their spouse and their dependent children (as defined by IRS administrative rulings regarding dependency) may enroll for six or fewer hours of Yavapai College for credit course work per semester without payment of tuition during the semester in which the adjunct faculty member is scheduled to teach a credited class.

### Waiver Practice:

Up to 6 credit hours will be waived at the following rate:

Type	Waiver
FEE	The standard tuition rate is waived
LAB or Field Trip Fees	\$60 maximum per semester waived
Non Credit	No Waiver

- The Spouse and Dependents must be listed on the Adjunct Faculty Tuition Waiver Dependent Eligibility Declaration.
- To be eligible, the adjunct faculty member must complete this form and have it signed by their Associate Dean/Dean prior to the start of each semester.
- Adjunct Faculty, their spouses and dependents are eligible for the waiver as long as, at the time of registration, the Adjunct Faculty member is scheduled to teach during the same semester.
- The employee is responsible for giving copies to their dependents who wish to take classes.
- The adjunct and their dependents must show their signed copy of the form at the time of registration to secure the tuition waiver. If they do not have the form, or do not present it within 24 hours, they will be dropped.

## All Tuition Waivers:

All eligible employees will select courses that will not conflict with work responsibilities and the operational needs of the College.

All eligible employees and dependents follow normal enrollment procedures and identify their waiver status at the time of registration.

## RELATED INFORMATION

[Tuition Waiver Form](#)

## OPERATIONAL POLICY HISTORY

Formerly Policy 2.3.10, Approved 11/14/2006

Adopted 1/2007

Revised 8/15/2011

Renumbered to Policy 2.15 in 10/2014

Revised to "Operational" Policy 3/5/2021

Transferred to PolicyStat 12/1/2021

## Approval Signatures

Step Description

Approver

Date

RETIRED