

Section: Tuition Waiver

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Sponsoring Unit/Department: Employee Service Center

Tuition Waiver

All employees are encouraged to upgrade their skills and broaden their general knowledge. The College waives Pima Community College tuition for an employee or the spouse, or dependent child of an employee of the district.

BP 4.08 authorizes the Chancellor or designee to create a tuition and fee waiver program for full-time and certain part-time employees, their spouses, and qualifying child(ren) to enroll in, or audit, Pima Community College credit courses. Contact Employee Service Center to determine eligibility.

The Tuition Waiver Form is available on the Employee At Work tab of My Pima for regular and adjunct faculty employees. The Tuition Waiver form for Temporary Employees, Faculty Emeritus, and Dual Enrollment Faculty is available in the Employee Service center Intranet page under Benefits.

Exceptions to the Tuition Waiver

A tuition waiver is not intended to apply to non-credit programs or any special course fees that are assessed for special study programs or unusual circumstances. If a student is the recipient of a Pima Community College Foundation scholarship, other scholarship or Third Party Payment (including Military Tuition Assistance) that is restricted for tuition and fees only, they are not eligible to apply for the tuition waiver within the same semester.

The waiver applies to the Board-approved, per credit hour Tuition Rate, the Student Services Fee, and the Technology Fee. Program participants shall be responsible for all other costs incurred with registration, including the Board approved per semester processing fee.

International students are not eligible for the tuition waiver per the U.S. Department of State and the State of Arizona.

The tuition waiver is not intended to apply to student employees. Any positions that **require** the employee to be a student at Pima Community College do not qualify for the Tuition Waiver.

Definitions

Adjunct Faculty

Person employed in an instructional or service capacity on a part-time, semester by semester basis by the College.

Dual Enrollment Faculty

Person employed in an instructional capacity, on a semester by semester basis by the College. Dual Enrollment Faculty are not directly compensated by the College.

Qualifying Child

A qualifying child meets the dependent status as defined in 26 U.S.C. § 152. The requirements include but are not limited to:

- The child must be the employee's child, stepchild, foster child, sibling, half sibling, stepsibling or a descendant of any such relative.
- Child must be a student who is age 23 or under
- The child must live with the employee for at least 6 months of the year and cannot provide more than half of their own financial support.

Spouse

The employee's spouse under a legally valid existing marriage. Domestic partners are not eligible under existing state statute.

Federal Financial Aid

Financial assistance that is available to cover tuition, fees, books, supplies and even the costs of housing and transportation, for students who apply and qualify.

Pima Community College Foundation Scholarship

A scholarship fund applicable only to tuition and fees raised by Pima Community College alumni and donors.

Processing Fee

This fee applies to the regular, resident registration fee (i.e., semester processing fee) as approved annually by the Governing Board. Semester is defined as Fall, Spring, and Summer

Scholarship

Outside donor scholarship funds are available through community groups, organizations and companies throughout the state of Arizona. The outside donor is the sole determinant of how the scholarship funds may be applied.

Third Party Payment

As a courtesy to students, Pima Community College will bill approved governmental and third-party sponsors for student tuition and fees. Qualifying sponsors include approved corporations, vocational rehabilitation offices, and government agencies including Military Tuition Assistance.

Eligibility

New Hire Employees on Probation, Regular Full-time and Part-time Employees, certain Temporary Staff, Dual Enrollment Staff, Staff Instructors and Adjunct Faculty under contract to teach are eligible for the tuition waiver. Also eligible are the employee's spouse and qualifying children. Certain Temporary Employees who are scheduled to work at least 10 hours per week for at least 20 weeks are eligible to participate in the tuition

waiver program. Temporary jobs that require applicants to be a student to apply do not qualify for the tuition waiver (includes College and Federal Work Study positions). Temporary employees must have an approved job record in order to participate in the tuition waiver program, starting on the first day of work.

Adjunct Faculty and Dual Enrollment Faculty under Contract with the College District to teach classes are eligible to participate in the tuition waiver program. Adjunct faculty must have an approved contract in the employment system in order to participate in the tuition waiver program.

The tuition waiver program permits tuition waivers per semester while the Adjunct Faculty member is under contract with the College to teach class(es) that same semester. Semester is defined as Fall, Spring, and Summer.

Program Considerations

Employees should consult with a tax professional regarding the treatment of educational expenses that are waived through this program as they will be included on the Form 1098-T. When applicable, an employee shall disclose the receipt of a tuition waiver in any application for financial assistance from an additional source.

Payment of the Registration Fee is Required

The employee is required to pay the registration fee each semester. The registration fee is paid per semester per employee and employee dependent receiving the waiver.

Employees in active status

Employees must have an active, valid contract or job record prior to the start date of the class for an employee or dependent waiver to be considered valid. The contract may or not have a dollar amount listed.

Per ARS 15-1445, inactive employees who are in a non-pay status are not eligible for the tuition waiver unless they are on approved leave for related professional development reasons or unless the course is part of a College-approved retraining program to facilitate the return to work of an employee on short or long-term disability or Workers' Compensation. Thus waivers only apply to temporary employees, dual enrollment and adjunct faculty during a semester in which they have a contract or job record to work.

Number of Course Credits

There is no restriction on the number of course credits per waiver during a single semester.

Use of a waiver during work hours

Eligible employees will enroll in classes that will not conflict with work responsibilities and the operational needs of the College.

Approvals

Employees

Employee tuition waivers will be reviewed and must be approved by their direct supervisor before it is submitted to Accounts Receivable Services for application.

Dependents

A dependent tuition waiver for a spouse or qualifying child does not need supervisor review or approval.