



CHAPTER 2	SECTION NO.
College Personnel – Personnel General	2.13
REFERENCE 2.13.30 Tuition Waivers for Employees taking Kishwaukee College Coursework	<i>Adopted: October 12, 2010</i> <i>Reviewed: October 12, 2010; November 12, 2013; March 14, 2017; December 12, 2017</i> <i>Revised: November 12, 2013; March 14, 2017</i>

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Kishwaukee College shall provide tuition (but no fees of any kind) waivers for employees their spouses and their dependent children under the age of 25, as provided below:

Tuition waivers provided under this section shall only apply to those courses offered by the College which are approved for State credit hour funding only up to the tuition rate. The extra cost of variable tuition shall be the responsibility of the employee, spouse or dependent child.

1. Administrators, Professional Staff, Confidential Staff, Benefited Grant Funded Staff, spouses and their dependent children: Shall be eligible for tuition waivers.
2. KCEA Faculty Members, spouses and their dependent children: Shall be eligible consistent with the faculty collective bargaining agreement.
3. KCSS Support Staff, spouses and their dependent children: Shall be eligible for tuition waivers consistent with the support staff collective bargaining agreement.
4. Temporary Full-Time Faculty Members, spouses and their dependent children: Shall be eligible for tuition waivers.
5. Kishwaukee College Retirees, spouses and their dependent children: Shall be eligible for tuition waivers.
6. Temporary Employees (other than Temporary Full-Time Faculty), spouses and their dependent children: Shall not be eligible for tuition waivers under this policy.
7. KCAEA Adjunct Faculty Members, spouses and their dependent children: Shall be eligible consistent with the KCAEA Faculty Agreement.
8. Non-KCAEA Adjunct Faculty & Benefited Part-Time Staff, spouses and their dependent children: Shall be eligible for waivers as listed below:
 - a. Non-KCAEA adjunct faculty members teaching a minimum of three credit hours per semester or benefit eligible part-time employees, their spouse or dependent children may have tuition (but not any associated fees) waived for a Kishwaukee College credit class according to the following guidelines:
 - After three continuous semesters (non-KCAEA adjunct faculty) of teaching or eighteen continuous months (benefit eligible part-time employee) of working for Kishwaukee College, the benefit-eligible part-time employee or Non-KCAEA adjunct faculty, their spouse and each of their dependent children under 25 years of age will be eligible to receive, at the start of the following semester, a 100% tuition waiver (not fees) for a total of three (3) credit hours each per semester while continuously employed as Non-KCAEA adjunct faculty member or benefit eligible part-time employee of the College.



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- Tuition waivers will apply only to those classes that are approved for State credit hour funding; non-credit classes are not eligible for tuition reduction.
- The tuition waiver is not cumulative. No more than three (3) credit hours per semester will be available, nor may the tuition reduction be used in a semester when the adjunct faculty or benefit-eligible part-time employee is not working for the College. In the case of an adjunct instructor, if his or her teaching assignment is cancelled no sooner than two (2) weeks prior to the start of the semester, the adjunct is still able to use their tuition reduction for that semester only. In the case of a benefited part-time employee, if the employee is employed as a benefit-eligible part-time employee when the class section begins, the employee is still able to use their tuition reduction for that semester.

Tuition Waiver Guidelines:

- A. Dependents shall include the employee's spouse and any dependent children (under the age of 25), as defined by the Internal Revenue Service.
- B. All eligible employees shall be considered as in-district for tuition and mandatory fees purposes.
- C. Provisions to implement this policy shall be in accordance with applicable collective bargaining agreements.
- D. The Office of Human Resources shall provide information to all eligible employees regarding tuition waivers.
- E. An employee, spouse or dependent child shall not be eligible to receive any duplication of awards under this policy. If the employee, spouse or dependent child is currently receiving any other financial aid awarded by or through Kishwaukee College the financial aid office will do a coordination of awards so that no duplication occurs.
- F. All tuition waivers shall be only for the academic term in which the individual is employed by the College or a Kishwaukee College retiree.
- G. Cost of books and materials are not covered by tuition waivers.