

Employee Tuition Exemption

The College may provide full or partial tuition funds for full-time employees to attend Isothermal Community College classes. The employee must receive prior approval from the immediate supervisor and appropriate vice president before enrolling in the course.

The following conditions shall govern the approval of an employee's request for tuition exemption:

1. Full-time employees are eligible to enroll in one course per semester.
2. The course must be deemed beneficial to both the employee and the college.
3. Employees must pay for books and any specific course fees.
4. The time an employee attends a class shall not be considered work time unless the President has first approved such a request.

All requests are subject to budget availability and may be suspended at any time by the President.

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