

Rock Valley College

Guidelines for Tuition Fee Waiver

RVC Administrative Procedure (3:30.060)

Purpose

Rock Valley College Human Resources has the responsibility of maintaining accurate records to ensure tuition fee waivers are applied to eligible employees and their qualified dependents.

The goal of following this process is to ensure tuition fee waiver forms are received, processed, applied and maintained in a timely manner.

Eligibility for Tuition Fee Waivers

Rock Valley College employees in positions defined as Full-time or Continuous Part-time may be approved for a tuition fee waiver for college credit and non-credit classes. Eligibility for a Rock Valley College tuition fee waiver is as follows:

1. Full-time employees and their qualified dependents may take credit or non-credit courses at RVC tuition free. Qualified dependents include spouse, qualified domestic or civil union partner, qualified children age 19 and under, or children that are full-time students through the age of 22, or until marriage, whichever occurs first.
2. Continuous part-time employees, after completion of one year of successful service with RVC, will be allowed to enroll in one tuition-free credit or non-credit class per academic semester at the college. This benefit is for the employee only and is based on continued successful employment with RVC. The class must be taken during the employee's personal time.
3. Retired full-time employees and their spouse will have tuition fees waived for credit or non-credit courses at RVC. They must register in the last five days prior to the start of the classes and pay for miscellaneous fees and supplies associated with the class. For full-time students who are children of retired employees, these benefits shall be effective through age 22, or until marriage, whichever occurs first.

Process

- **Employees** – A Tuition Fee Waiver form is required only one time and will be removed when upon loss of eligibility.
- **Dependents** – A Tuition Fee Waiver form must be completed prior to the beginning of each semester.

Rock Valley College

Employees can access the Tuition Fee Waiver form on the Quarry>HR>Tuition Fee Reimbursement/Waiver. Complete the form, sign and send to your supervisor for signature. Send the completed and signed form to the HR Benefits Coordinator for processing.

Once received and eligibility is verified, HR will email the employee and Records and Registration to confirm the fee waiver has been entered in Colleague.

Reference: Board Report 6682, 6249

Revised: December 2021