



## EMPLOYEE/RETIREE TUITION/MANDATORY FEE(S) WAIVER PROCEDURE

**Policy Number: 4.3300**  
**Subject Area: Personnel**  
**Adopted: 02/16/2023**  
**Revised: 02/16/2023**

Tuition and mandatory fee(s) shall be waived for all regular full time and regular part time employees (employed based on at least 20 hours/week), their spouses and IRS defined dependent children when enrolling in Kaskaskia College courses upon receipt of a completed and approved tuition/fee waiver form. Tuition waivers will be granted for credit hour reimbursement courses only.

Tuition and mandatory fees shall be waived for adjunct faculty who have taught for at least two consecutive semesters and who are currently under contract with Kaskaskia College and upon receipt of a completed and approved tuition/fee waiver form. Tuition waivers will be granted for credit hour reimbursement courses only.

Tuition and mandatory fees shall be waived for Kaskaskia College employees who terminate employment with 12 or more years of continuous service in a regular full time or regular part time position based on at least 20 hours/week to Kaskaskia College, their spouses, and dependent children as defined by the IRS upon receipt of a completed and approved tuition/mandatory fee waiver form. The tuition/mandatory fee waiver form is available upon request from Human Resources or Financial Aid departments. Tuition waivers will be granted for credit hour reimbursement courses only.

Tuition/Mandatory Fee(s) Waiver form must be completed to include the following:

- Name, KC ID number, Department, Position, Employment Status, Year/Term
- Classes for eligible tuition waiver
- Signature approval from immediate supervisor, Dean or VP if applicable, and HR
- If for spouse or dependent, additional information is required.

Mandatory Fee(s) are fees calculated on the number of student's enrolled credit hours or have no opt out provision. Other fees such as course fees or fees for instructional materials are intended to pay for direct consumable costs associated with the class and thus are not subject to waiver.

Approval History: 02/16/23