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**Procedure for {B 37 – Tuition Remission}**

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Employees are eligible for tuition remission after one year of service. Midway College encourages the educational advancement of faculty and staff. Hence, after approval by the supervisor, tuition remission will be granted by the college for regular, full-time employees to enroll in a maximum of one course at Midway College each fall and spring semester during their regular working hours.

Tuition remission is granted, after one year of employment, by the college for regular, full-time employees to take an unlimited number of courses offered by Midway College outside regular working hours during evening and weekend programs.

Tuition remission is granted, after one year of employment, for part-time staff, adjunct faculty, and part-time faculty to take no more than three credit hours per module outside working hours during the evening and weekend programs.

Employees must meet the admissions requirements of Midway College.

1. Eligibility for tuition benefits in no way guarantees admission to the college nor obligates the admissions office to automatically accept employees for admission. Employees must apply for and be accepted for admission to the college.
2. Prior to scheduling classes, employees must secure approval from their supervisors. This approval will be designated on the employee's registration card by the signature of the vice president for academic affairs for the faculty or the signature of the supervisor for staff.
3. The vice president of academic affairs or supervisor may refuse permission for an employee to take a course when performance of job responsibilities necessitates the employee's being present at the job site during the particular hours requested for class attendance. Office procedure has priority and will take precedence over any classes scheduled during duty hours. Supervisors are encouraged to accommodate employees in their efforts without sacrificing the department's efficiency. Supervisors will require time from work due to class attendance to be made up when the work cannot be completed without additional expense to the college.
4. Employees are admitted into a course on a space- available basis. Employees may not be allowed to register or may be asked to withdraw if space is required to accommodate regular, paying students.
5. A class is offered only when there is a sufficient paying enrollment in the class to make the class offering cost effective. At no time will a class be offered that consists of non-paying employees to reach the required enrollment numbers for cost effectiveness.

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6. Although the college absorbs the cost of tuition, the employee is responsible for all other fees, books, and costs incurred in the class.
7. Midway College's commitment to each employee is limited to tuition remission equal to the general tuition rate per credit hour in each college, Day, School for Career Development and On-line, less any service provider fees and duplicative financial aid such as federal and state grants. This includes but is not limited to the Federal Pell, FSEOG, and Kentucky CAP, KTG and KEES. This aid will be netted against the tuition remission. External community grants may be applied towards the cost of room, board and books.
  - a. Each employee is required to file a Free Application for Federal Aid (FAFSA), to facilitate efficient use of all possible funding resources, if the student is taking 6 hours or more during any semester. An employee may be exempt from filing a FAFSA if sufficient information is provided to the Director of Financial Aid that shows the employee to be ineligible for federal or state grants.
  - b. Employees may borrow under the Federal Student Loan Programs to cover all other costs including books/fees.
8. Continuing education classes as well as classes that are not taught or initiated by Midway College personnel are not included as tuition-free offerings for employees.
9. If an employee chooses not to take a class during a particular semester, the right to take one class per semester cannot be added to another semester to allow for more than the one class maximum per employee per semester.
10. If an employee leaves Midway College employment voluntarily or is terminated while enrolled in course work at the college, the employee may complete that semester or module of study with tuition remitted by the college.

**DEPENDENTS:**

Dependents and spouses must meet the admissions requirements of Midway College. Tuition for attending Midway College is remitted by the college for dependents and spouses of all regular, full-time employees of the college, who have at least one year of service. Dependents and spouses may enroll in any academic day or evening program offered by Midway College either for credit or on an audit basis.

1. Eligible dependence is interpreted in the same manner as established by the Internal Revenue Service in the declaration of dependents for income tax purposes (more than one-half of the total financial support of the dependent's annual upkeep is required).

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2. The dependent or spouse must apply for and be accepted by the college for admission. Eligibility for tuition benefits in no way guarantees admission to the college nor obligates the Admissions Office to automatically accept employees' dependents and spouses for admission.
3. Although the college absorbs the cost of tuition, the dependent or spouse will pay all other fees, books, board, room, and costs incurred in attendance of the college.
4. Midway College's commitment to each employee's dependent, and/or spouse is limited to tuition remission equal to the general tuition rate per credit hour in each college, Day, School for Career Development and On-line, less any service provider fees and duplicative financial aid such as federal and state grants. This includes but is not limited to the Federal Pell, FSEOG, and Kentucky CAP, KTG and KEES. This aid will be netted against the tuition remission. External community grants may be applied towards the cost of room, board and books.
  - a. An employee's dependent and/or spouse is required to file a Free Application for Federal Aid (FASFA), to facilitate efficient use of all possible funding resources, if the student is taking 6 hours or more during any semester. An employee may be exempt from filing a FASFA if sufficient information is provided to the Director of Financial Aid that shows the employee to be ineligible for federal or state grants.
  - b. Employee's dependent and/or spouse may borrow under the Federal Student Loan Programs to cover all other costs including books/fees.
5. Continuing education classes as well as classes that are not taught or initiated by Midway College personnel are not included in this tuition-free offering for dependents and spouses.
6. To make application for tuition remission for a dependent or spouse, an employee must obtain an application from the director of human resources. Following acceptance to the college, this form must be completed in duplicate and returned to the director of human resources for approval before registration. One copy will be retained in the business office and one copy forwarded to the registrar's office.
7. If an employee leaves Midway College employment voluntarily or is terminated while a dependent or spouse is enrolled in coursework at the college, the dependent or spouse may complete that semester or module of study with tuition remitted by the college.
8. If the dependency status of the student changes during an enrolled semester whereby the student is no longer receiving more than half financial support from the employee, the student will be allowed to finish that semester or module of coursework at no additional cost. It is the responsibility of the employee to notify the director of human resources as soon as any change in dependency status occurs.

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9. Dependents or spouses of employees who have retired from employment at Midway College, dependents or spouses of employees who were deceased while employed at Midway College, or dependents or spouses of employees who became totally disabled while employed at Midway College will retain the tuition-remission benefit. To be eligible, the employee must have had at least ten years of regular, full-time service with Midway College. In addition, to be eligible, a dependent must have been a legal dependent or a spouse married to the employee at the time of the employee's retirement, death, or disability. Tuition remission for dependents or spouses of retired, deceased, or disabled employees with less than ten years' service is restricted to those students already enrolled and receiving the benefit at the time of the employee's retirement, death, or disability.