

The college shall establish and monitor a tuition voucher process for college employees, certain non-employees, and persons identified in state law that complies with state law and best practices. The tuition voucher program shall be subject to the limitations of available budget funds.

The employee tuition benefit is a benefit program that releases the employee and/or spouse and dependents from the obligation to pay all or a portion of the normal charges for tuition, reducing the cost of attendance. When the college waives tuition/credit hour costs, it is agreeing to use institutional funds to cover the loss of revenues represented by the benefit program. The tuition benefit program adheres to the following guidelines:

- A tuition benefit covers tuition only and does not include any other applicable fees unless specifically allowed.
- Tuition benefits cannot be applied to fees or tuition assessed for Precollege Studies (PCS) courses, Community Education offerings (non-credit courses), or for audited credit courses.
- Tuition benefits cover the cost of tuition, regardless of the employee's residence.
- Employees are not eligible to participate in the tuition benefit program unless the student has registered with the selective service system, if required by the federal selective service act.
- A person who is not a citizen of the United States, who is without lawful immigration status, is not entitled to an employee tuition benefit, or any other type of financial assistance that is subsidized or paid in whole or in part with state monies.
- Employees cannot enroll until they have received the approved tuition benefit form. Otherwise, the individual will be responsible for all charges.
- Employees may only select courses which will not conflict with their work responsibilities and the operational needs of the college.
- Family members are prohibited from enrolling in classes taught by the respective faculty member unless minimum load for the course has been met.
- A tuition benefit recipient enrolled in a class requiring a certain number of students for minimum enrollment shall not be counted towards attainment of minimum enrollment.
- A change in student status will not generate a cash refund to the recipient of the benefit.
- In the event of the separation of service of the eligible employee, whether voluntarily or involuntarily, during a semester in which the employee or spouse or dependent is receiving a tuition benefit, the benefit will continue until the end of that current semester, so long as the student has begun attending classes prior to the separation event.
- The college has the right to deny to employees and/or their dependents a tuition benefit when circumstances warrant such denial.

Date of Adoption: Adoption of Manual

References: ARS 15-1445

5.185

Tuition Vouchers: Employee Tuition Benefit

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The college shall establish and monitor a tuition voucher process for college employees, certain non-employees, and persons identified in state law that complies with state law and best practices. The tuition voucher program shall be subject to the limitations of available budget funds.

A tuition benefit may be granted to regular full-time employees in the amount of up to fifteen (15) credit hours per semester and regular part-time employees in the amount of up to eight (8) credit hours per semester. A tuition benefit may be granted to the dependent of any regular full-time employee in the amount of up to fifteen (15) credit hours per semester or regular part-time employee in the amount of up to eight (8) credit hours per semester. The combined tuition benefit granted to an employee and his/her dependent(s) may not exceed a total of twice the established credit hour limit.

Definitions

- **Regular Full-time Employee:** A regular full-time employee is hired for an indefinite period of time and is scheduled to work 40-hours per week. Continued employment is subject to satisfactory performance and availability of funding.
- **Regular Part-time Employee:** A regular part-time employee is hired for an indefinite period of time and is scheduled to work less than forty (40) hours per week, but a minimum of 19.5 hours per week. Continued employment is subject to satisfactory performance and availability of funding.
- **Dependent:** a son, daughter, adopted child, or stepchild, who is age 24 or younger, or any age and permanently and totally disabled, and resides with the employee. A legal spouse is also a dependent.

Terms

- A regular employee must be employed in an eligible status by the first day of the 15-week semester in order to qualify for the tuition benefit for that semester or summer session.
- Resident faculty may not enroll in classes in which they teach.
- Initial tuition benefit requests for dependents **MUST** be accompanied by appropriate documentation confirming the familial relationship and compliance with other criteria:
- For spouses, copy of marriage certificate/license and proof of registration for the selective service system, if applicable.
- For dependent children with the same surname, copy of birth certificate or adoption certificate.
- For dependent children over the age of 18 but under the age of 24 or for disabled or other dependency status, copy of prior year tax return showing dependency. Continued documentation of dependency status (copy of tax returns) and proof of registration for the selective service system, if applicable, may be required on an annual basis.
- For purposes of the tuition benefit, a child of divorced parents is treated as a dependent of both parents.

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The college shall establish and monitor a tuition voucher process for college employees, certain non-employees, and persons identified in state law that complies with state law and best practices. The tuition voucher program shall be subject to the limitations of available budget funds.

A tuition benefit may be granted to adjunct faculty, including supplemental instructors, in the amount of one (1) credit for every one (1) semester credit hour of instruction for adjuncts or one (1) credit for every thirty (30) hours of assigned work for supplemental instructors, for a total of up to seven (7) credit hours of tuition benefit per semester. Tuition benefit credits may be passed to the dependent of an adjunct faculty or supplemental instructor.

Definitions

- **Adjunct Faculty:** Part-time faculty hired, as needed each semester, to teach credit classes. Employment is based on need and is not necessarily continual for an indefinite period of time.
- **Supplemental Instructor:** Part-time instructional staff hired, as needed each semester, to provide instructional support in a classroom, lab, or clinical setting associated with program requirements. Employment is based on need and is not necessarily continual for an indefinite period of time.
- **Dependent:** a son, daughter, adopted child, or stepchild, who is age 24 or younger, or any age and permanently and totally disabled, and resides with the employee. A legal spouse is also a dependent.

Terms

The use of all tuition benefit credits earned by adjunct faculty/supplemental instructors are deferred to the subsequent term, therefore new adjunct faculty/supplemental instructors are not eligible for tuition benefit during their first term of employment. Tuition benefit credits are earned and deferred as designated below. No more than seven (7) credit hours may be deferred to any term. Dependent benefits are subject to the same rules and regulations described herein.

Term Earned	Term Deferred
Fall	Spring, immediately following
Spring	Summer, immediately following; OR Fall, immediately following
Summer	Fall, immediately following

Initial tuition benefit requests for dependents **MUST** be accompanied by appropriate documentation confirming the familial relationship and compliance with other criteria:

- For spouses, copy of marriage certificate/license and proof of registration for the selective service system, if applicable.
- For dependent children with the same surname, copy of birth certificate or adoption certificate.
- For dependent children over the age of 18 but under the age of 24 or for disabled or other dependency status, copy of prior year tax return showing dependency. Continued documentation of dependency status (copy of tax returns) and proof of registration for the selective service system, if applicable may be required on an annual basis.
- For purposes of the tuition benefit, a child of divorced parents is treated as a dependent of both parents.

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**Tuition Vouchers: Employee Tuition Benefit
Adjunct Faculty, Supplemental Instructors & Dependents**

5.185-B

Date of Adoption: Adoption of Manual

References: ARS 15-1445

**Tuition Vouchers: Employee Tuition Benefit
Dual Enrollment Faculty; Partners Company Employees &
Dependents**

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A tuition benefit may be granted to dual enrollment faculty and employees of partner companies in the amount of four (4) credits per semester. Tuition benefit credits can be passed to the dependent of a dual enrollment instructor or dependent of an employee of a partner company.

Definitions

- Dual Enrollment: Part-time faculty, teaching courses at the high school for which high school students earn college credit.
- Partner Company: A company currently under long-term contract with the college.
- Dependent: a son, daughter, adopted child, or stepchild, who is age 24 or younger, or any age and permanently and totally disabled, and resides with the employee. A legal spouse is also a dependent.

Terms

The use of all tuition benefit credits earned by dual enrollment/partner company faculty are deferred to the subsequent term, therefore new dual enrollment/partner company faculty are not eligible for tuition benefit during their first term of teaching. Tuition benefit credits are earned and deferred as designated below. No more than four (4) credit hours may be deferred to any term. Dependent benefits are subject to the same rules and regulations described herein.

Term Earned	Term Deferred
Fall	Spring, immediately following
Spring	Summer, immediately following; OR Fall, immediately following
Summer	Fall, immediately following

Initial tuition benefit requests for dependents MUST be accompanied by appropriate documentation confirming the familial relationship:

- For spouses, copy of marriage certificate/license and proof of registration for the selective service system, if applicable.
- For dependent children with the same surname, copy of birth certificate or adoption certificate.
- For dependent children over the age of 18 but under the age of 24 or for disabled or other dependency status, copy of prior year tax return showing dependency. Continued documentation of dependency status (copy of tax returns) and proof of registration for the selective service system, if applicable, may be required on an annual basis.
- For purposes of the tuition benefit, a child of divorced parents is treated as a dependent of both parents.

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**Tuition Vouchers: Employee Tuition Benefit
Dual Enrollment Faculty; Partners Company Employees &
Dependents**

5.185-C

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5.185-D

**Tuition Vouchers: Employee Tuition Benefit
Governing Board Members**

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The college shall establish and monitor a tuition voucher process for college employees, certain non-employees, and persons identified in state law that complies with state law and best practices. The tuition voucher program shall be subject to the limitations of available budget funds.

Currently serving members of Mohave County Community College District Board of Governors and their spouses and dependent children are eligible to receive a tuition voucher benefit in which the college may waive up to one hundred percent (100%) of the tuition and any applicable course or special fees assigned to the course for up to four (4) credit hours per semester. The tuition voucher will not include course program fees or fees associated with non-credit classes.

A tuition voucher recipient is not eligible to receive a tuition voucher benefit and college-funded scholarships and/or awards for tuition concurrently in any semester.

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References: ARS 15-1445