

# CONNECTICUT COMMUNITY COLLEGES GUIDELINES FOR WAIVER OF FEES FOR NON-CREDIT AND CREDIT EXTENSION COURSE OFFERINGS

## Relevant Contract Language

Waivers of fees for non-credit course offerings and for extension credit course offerings may be granted on a space available basis in the discretion of the employer to principal bargaining unit members and their spouses and dependent children. Waivers may be grants to bargaining unit members only where the course is offered outside of the employee's regularly scheduled work day, except that where a course is job-related and the employee's supervisor approves his/her release for this purpose, the course may be taken during the member's regularly scheduled work day. The parties agree that the employer will determine on a case-by-case basis the courses to which the waiver may apply as well as the administrative process to be used in the implementation of this benefit. The decision of the employer whether or not to grant a waiver shall be final and not subject to grievance and arbitration.

The benefit is for principal bargaining unit members in the Congress, AFSCME and Federation bargaining units and their spouses and dependent children.

- A. Principal bargaining unit members are unclassified employees who work 20 hours or more per week or the equivalent for faculty in the Congress, Federation and AFSCME bargaining units.
- B. Spouses and dependent children are as defined in the guidelines for waiver of general fund tuition. Several legal issues concerning the definitions are set out in Employee Relations Memorandum 96-17 and Addendum.
- C. The benefit has been extended to management employees scheduled to work 20 or more hours per week.

## Guidelines

1. Waivers are granted on a "space available" basis. "Space available" means that no fee paying students will be displaced and paying students who register late may displace unit members.
2. There must be sufficient enrollment to offer the course without the waiver student.
3. Not all non-credit and credit extension courses are eligible for fee waivers. You must receive verification from the Dean or Director of Continuing Education that the course you are interested in is eligible under this program. The college may set a limit to the number of courses one individual may access.

### *The waiver does not apply to:*

1. grant or contract courses not otherwise open to the general public
  2. DAS-sponsored in-service training programs for State employees
  3. Courses in which the instructor requires payment on a per capita basis
  4. Continuing education offerings not reasonably defined as a "course"
4. The student will assume all additional costs, including books and materials fees.
  5. Waivers will be granted no earlier than 24 hours before the start of a class. If a class begins on a Monday morning, waivers will be granted beginning on the Friday prior to the start of class.
  6. If you decide to register for a class to guarantee a seat in the course, you may not withdraw at a later date and request a waiver for the same course.

**CONNECTICUT COMMUNITY COLLEGE**  
**COURSE WAIVER & RESERVATION FORM ~ CREDIT OR NON-CREDIT EXTENSION**

*Application for Exemption from Payment of Credit or Non-Credit Extension Tuition and Fees  
 Under this waiver students are responsible for purchasing their course materials and books*

EMPLOYEE     
  SPOUSE\*     
  DEPENDENT CHILD\*

Name of Student \_\_\_\_\_

Student I.D. #

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

**EMPLOYEE INFORMATION:** Bargaining Unit  Congress  AFSCME Admin  Federation  Management

Name \_\_\_\_\_ College \_\_\_\_\_

Address \_\_\_\_\_  
(If different from student)

City, State, Zip \_\_\_\_\_

E-Mail \_\_\_\_\_ Work Phone \_\_\_\_\_

Certification by Director, Human Resources (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

\* This is to certify that the information submitted on this application is complete and accurate. If the waiver application is for a spouse or dependent child, I hereby attest that the above named student is my spouse or dependent child and if the latter, that I claimed such child as a dependent 24 years or younger on my last tax return, or that I am legally required to provide for such child's support even if I did not claim such child as a dependent for income tax purposes. The Board reserves the right to require submission of tax returns to substantiate claimed spouse or dependent child status. False reporting may be cause for disciplinary action.

\_\_\_\_\_  
 Signature of Employee

Semester:  Fall     Spring     Summer     Winter    Year: \_\_\_\_\_

CRN # \_\_\_\_\_ Course Title \_\_\_\_\_

Start Date \_\_\_\_\_ Amount Waived \$ \_\_\_\_\_

*Student admittance is based on a space available basis and per Board policy criteria (see back of form for guidelines).*

Authorization of Dean or Director of Continuing Education \_\_\_\_\_ Date: \_\_\_\_\_

Date Processed by Business Office / Cashier \_\_\_\_\_

**For CE office use only**

Date Received: \_\_\_/\_\_\_/\_\_\_      Time Received: \_\_\_\_\_

Class Full \_\_\_\_\_ Placed on Waiting List \_\_\_\_\_ Approved for Attendance \_\_\_\_\_

Date Acknowledgement Letter Sent: \_\_\_\_\_

Date Informed of Final Decision: Letter \_\_\_\_\_ Voice Mail \_\_\_\_\_ E-mail \_\_\_\_\_

Date Book or Material Cost Payment Received \_\_\_\_\_

MC/Visa# \_\_\_\_\_ Exp Date: \_\_\_\_\_ Check Number: \_\_\_\_\_