

2.10 Faculty and Staff Tuition Assistance

Kentucky Community and Technical College System encourages self-improvement and career growth of regular, full-time employees, both faculty and staff, through the taking of supplemental educational courses and pursuing programs of study. These efforts may be to pursue a degree or for purposes of continuing professional education. In addition, KCTCS shall provide a tuition defrayal for regular employees other Kentucky postsecondary education institutions.

To facilitate career growth and to encourage personal and professional development of employees, the Kentucky Community and Technical College System shall provide a tuition waiver for regular full-time faculty and staff enrolled in KCTCS colleges. In addition, KCTCS shall defray the tuition at a Kentucky public postsecondary institution for regular, full-time faculty and staff employees, and in state and locally operated secondary area technology centers. (See Attachment A-Council on Postsecondary Education Faculty and Staff Tuition Waiver Policy effective May 22, 2000.)

1. A regular, full-time employee is eligible for tuition waiver or defrayal for courses taken at any postsecondary public institution.
2. For eligible employees, the maximum number of credit hours for which the tuition may be waived and defrayed shall be no more than six per term, with a combined maximum waiver and/or defrayal of 18 credit hours per academic year. Employees under the UK personnel system may have a tuition defrayal of up to eight credit hours at the University of Kentucky with a maximum a combined maximum defrayal and/or waiver of 18 credit hours per academic year; if more than six credit hours are scheduled in a semester at the University of Kentucky for these employees, then the number of classes shall not exceed two and their respective one- or two-credit hour labs.
 - a. Tuition waiver or defrayal is not available for audited, non-credit, continuing education, or community education courses.
 - b. If an employee registers for more hours than the maximum for which the tuition may be waived and/or defrayed, the excess tuition shall be paid by the employee.
3. The combination of summer sessions is considered as one term. Therefore, the combined total amount of tuition which may be waived and/or defrayed for summer sessions shall not exceed the normal tuition for six hours of credit, or eight hours of credit taken at the University of Kentucky for employees under the UK personnel system.
4. Fees other than tuition (e.g., breakage fees, books, etc.) shall not be waived or defrayed by the Kentucky Community and Technical College System.
5. Employees utilizing this policy who are part-time students shall not be eligible for the Student Health Service or other programs requiring student status but rather shall retain employee status for purposes of all such determinations.
6. In the event an employee terminates employment with the Kentucky Community and Technical College System prior to the first day of classes, any previously approved tuition waiver or defrayal shall not be honored.
7. Employees utilizing this policy shall be permitted, with their supervisor's or department head's and the institution's president/ceo approval, to take one (1) course for credit per term or combined summer session during the employee's normal working hours. All time away from work as a result of this policy shall be made up within that regular workweek, resulting in no net loss of work time for which the employee shall be paid. As determined by the college

president/ceo, faculty may take up to two (2) courses as a part of their summer workload. If this is approved as a part of the summer workload, appropriate release time shall be granted and the hours away from work do not have to be made up. Scheduling of classes and make up time shall be approved in advance by the employee’s supervisor or department head and the college president/ceo.

2.10.1 Dependent/Spouse Tuition Waiver

KCTCS Personnel System

Regular full-time faculty and staff in the KCTCS personnel system are eligible for a tuition waiver for their spouse and dependent children. The following guidelines are applicable:

1. For eligible spouse/dependents, the tuition waiver shall apply to classes taken at KCTCS colleges.
2. The tuition waiver shall be for a maximum of six credit hours per academic term (fall, spring, and summer).
 - a. Tuition waiver shall not be available for audited, non-credit, continuing education, or community education courses.
 - b. If a dependent/spouse registers for more hours than the maximum (six hours per term) for which the tuition shall be waived, the excess tuition shall be paid by the student.
 - c. Only a maximum of six credit hours per term may be waived for a spouse/dependent student, regardless if the student has multiple qualifying relationships with more than one KCTCS employee.
3. The dependent child must be age 23 or less, as defined by federal financial aid guidelines.
4. The combination of summer sessions is considered as one term. Therefore, the total amount of tuition which may be waived shall not exceed the normal registration fee for six hours of credit.
5. Fees other than tuition (e.g., breakage fees, books, etc.) shall not be waived by the Kentucky Community and Technical College System.
6. In the event that an employee terminates employment with the Kentucky Community and Technical College System prior to the first day of classes of a term for the dependent/spouse, any previously approved tuition waiver shall not be honored for the subsequent term.

UK Personnel System and 18A/151B Personnel System

This benefit is not available for employees under these personnel systems.

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Date Approved by President, KCTCS	Date(s) of Last Review	Date(s) of Last Revision <i>(Include all dates in chronological order)</i>	
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Recommended by	Date	President, KCTCS	Date

KCTCS ADMINISTRATIVE POLICY 2.10.1, ATTACHMENT A
(Kentucky Council on Postsecondary Education Policy)

2:51: FACULTY AND STAFF TUITION WAIVER PROGRAM POLICY

I. Statement of Purpose

The 1997 First Extraordinary Session of the General Assembly resulted in the creation of a faculty and staff tuition waiver program [KRS 164.020(32)] with the express purpose of promoting employee and faculty development. Specific responsibility was granted to the Council on Postsecondary Education to develop and implement this program. Consistent with stated legislative purpose, this policy sets out the parameters of this program, which is intended to enhance the professional development opportunities of the faculty and staff of the public postsecondary institutions and of state or locally operated secondary area technology centers.

II. Statutory Authority

KRS 164.020(32) provides that the Council on Postsecondary Education shall:

(32) Develop a statewide policy to promote employee and faculty development in all postsecondary institutions and in state and locally operated secondary area technology centers through the waiver of tuition for college credit coursework in the public postsecondary education system.

Any regular full-time employee of a postsecondary public institution or a state or locally operated secondary area technology center may, with prior administrative approval of the course offering institution, take a maximum of six (6) credit hours per term at any public postsecondary institution. The institution shall waive the tuition up to a maximum of six (6) credit hours per term; . . .

Additional requirements for employees of the Kentucky Community and Technical College System are stated in KRS 164.5807:

(6) A regular full-time employee may, with prior administrative approval, take one (1) course per semester or combination of summer sessions on the University of Kentucky's campus or at a community college during the employee's normal working hours. The University of Kentucky shall defray the registration fee up to a maximum of six (6) credit hours per semester or combination of summer sessions.

Section A. Definitions

1. "Course-offering institution" means the institution where an employee has enrolled to take a college credit course under the provisions of this policy.
2. "Employing institution" means the institution or a state or locally operated secondary area technology center where an employee seeking a benefit under this policy works on a full-time basis.
3. "Institution" means a state-supported postsecondary institution as described in KRS 164.001(10).