

1. Purpose

To support the advancement of skills and knowledge for Tooele Applied Technology College (TATC) employees, their spouses and their children by granting basic college tuition waivers for programs offered by the College. This is a fringe benefit for the College employee and shall not constitute a form of scholarship assistance or student financial aid "in behalf of meritorious or impecunious resident students" within the meaning of Utah Code 53B-8-101(1).

2. References

- 2.1. Board of Regents Policy and Procedure R821, Employee Benefits
- 2.2. Board of Regents Policy and Procedure R824, Tuition Remissions Benefits
- 2.3. Utah Code 53B-8-101(1), Waiver of Tuition
- 2.4. TATC Employee Definitions Policy

3. Definitions

- 3.1. **College Campus Tuition** – Refers to resident tuition rate only.
- 3.2. **Fees** – Other fees, books, or additional charges.
- 3.3. **Salaried, Benefits Eligible Employee** – TATC faculty and staff members who hold salaried positions as identified in the TATC *Employee Definitions Policy*.
- 3.4. **Spouse** – An individual legally married to a salaried, benefits eligible College employee, where there is no legal separation or divorce.
- 3.5. **Children** – Individuals who are natural or legally adopted children or step-children of a salaried, benefits eligible College employee, whether married or not, regardless of age.
- 3.6. **Part-Time Employees** – Employees of the College who are part-time, non-salaried or hourly in nature as identified in the TATC Employee Definitions Policy. They are:
 - 3.6.1. Non-Salaried Positions
 - 3.6.2. Adjunct Faculty
 - 3.6.3. Clinical Faculty
 - 3.6.4. Hourly Classified
 - 3.6.5. Work Study Students

4. Policy

4.1. Eligibility

- 4.1.1. Current, salaried employees and no more than two (2) of employee's eligible family members may be enrolled for a College Educational Benefit at any given time. Eligible family members include the spouse and children of a current, full-time, salaried, benefits

eligible employee. Any books, registration fees, class fees, lab fees, other fees, or additional charges will be the responsibility of the College employee.

- 4.1.2.** Current, part-time employees of the College, as defined in TATC policy, are eligible to enroll for an Employee Educational Benefit for themselves. Family members are not eligible. Any books, registration fees, class fees, lab fees, other fees, or additional charges will be the responsibility of the College employee. Substitute faculty and tutors are not eligible for a benefit under this policy.
- 4.1.3.** Employees, who terminate employment with the College Campus, disqualify themselves, their spouses, and children from participating in the Educational Benefit Program. When employment ends, the employee, spouse, or child who is in the process of taking a College course with a tuition waiver under the guidelines of this policy will be responsible for the prorated amount of the remaining tuition for the current month, and all tuition thereafter. Any future classes will require payment for the full tuition costs.
- 4.1.4.** If both parents of a child are employees at the College, the child may claim tuition benefits as the child of only one eligible employee.
- 4.1.5.** Courses taken by employees during regular working hours may not interfere with the operation of the employee's department and must have the permission of the employee's supervisor. When the same course is offered in both day and night sessions, the employee is encouraged to enroll in the night course.

4.2. Applications

Individuals who want to participate in the educational benefits program must apply and be accepted for admission to the College program using the regular admission guidelines. It is the responsibility of the individual to ensure that the application forms are completed and approved prior to class attendance.