2018-2019 EMPLOYEE/BOARD MEMBER FORM
Family Tuition Benefit Waiver

ENROLLMENT AT A COLLEGE OR UNIVERSITY POLICY – EMPLOYEE HANDBOOK

The College supports the continuing education of its employees; however, on-ground or online coursework taken must not interfere with the performance of full-time duties. The following guidelines have been established for enrolling in coursework at a college (Copiah-Lincoln or other) or at a university:

The request to enroll in an on-ground course during the workday must be submitted in writing and approved by both the immediate supervisor and the appropriate Campus Vice President or Vice-President of Instructional Services on the Wesson Campus. The number of approved semester credit hours shall not exceed three semester credit hours or one course. Time missed must be documented as the work schedule must be adjusted for the term.

FAMILY TUITION BENEFIT WAIVER POLICY GUIDELINES

The purpose of the Family Tuition Benefit is to grant a tuition benefit to full-time employees and members of their immediate family (spouse, never married sons and/or daughters who reside in the home of the employee and are dependents of the employee until age 24). This also applies to members of the College Board of Trustees and their immediate family. The benefit includes tuition only and does not include any fees (except the per course dual fee), textbooks or special supplies, and does not apply to special interest courses.

The maximum number of semesters this tuition benefit can be utilized is the equivalency of six full-time semesters with a maximum award of $1,400 per semester per student. Twelve hours will constitute one semester, when pro-rating the number of semesters is necessary.

Students will not receive any combination of financial aid valued over the cost of attendance for Co-Lin as determined for federal student aid. Any refunds involving the benefit funds, which result from a withdrawal, will be credited back to the tuition policy benefit account. Any special circumstances arising will be handled on an individual basis by the Vice President of Business Affairs and the Director of Financial Aid with information being made available to the President.

A. EMPLOYEE/BOARD MEMBER INFORMATION

_____ _____ _____

Last Name First Name M.I. Social Security Number CLCC Student ID Number

_____ _____ _____

Street Address (Include apt. #) Home Phone Number Cell Phone Number

_____ _____

City State Zip Code Date of Birth

Please indicate current employment: ☐ FULL-TIME EMPLOYEE ☐ BOARD OF TRUSTEES MEMBER

_____ _____

Department/Division Campus

B. EMPLOYEE/BOARD MEMBER ENROLLMENT STATUS

Please check all terms that apply and indicate the number of hours to be taken each term:

☐ Fall 2018 _____ Semester Credit Hours

☐ Spring 2019 _____ Semester Credit Hours

☐ Summer 2019 _____ Semester Credit Hours

C. CERTIFICATION AND SIGNATURE

My signature below certifies that I have read and understand the terms of the Family Tuition Waiver Policy.

Employee/Board Member Signature: _____ **Date:** _____

******Signature of supervisor required only when enrolling in an on-ground course during the workday.******
My signature below certifies that I approve enrollment for the current number of hours and term listed.

Supervisor Signature: _____ **Date:** _____

Copiah-Lincoln Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or other factors prohibited by law in any of its educational programs, activities, admissions, or employment practices. The following offices have been designated to handle inquires and complaints regarding the non- discrimination policies of Copiah-Lincoln Community College.

Questions, complaints, or requests in regard to Title IX directives should be made to the Title IX Coordinator, Dr. Brenda Brown Orr, The Thames Conference Center, 1084 Lake Drive, Wesson, MS 39191, (601) 643-8671.

Questions, complaints, or requests in regard to Section 504 directives should be made to: Wesson Section 504 Coordinator, Jordan Burt, Henley Building, Lester R. Furr Dr., Wesson, MS 39191, (601) 643-8401; or Natchez Section 504 Coordinator, Zach Moulds, Tom Reed Academic Building, 11 Co-Lin Circle, Natchez, MS 39120, (601) 446-1205; or Simpson Section 504 Coordinator, Beverly Barnes, Sidney Parker Academic Building, 151 Co-Lin Dr., Mendenhall, MS 39114, (601) 849-0121.

Return to: CLCC Financial Aid Office, PO Box 649, Wesson, MS 39191 or FAX TO: 601.643.8240