



2025-2026 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. This benefit will not be applied to college terms that began before the employee's full-time start date.

The maximum number of semesters this tuition benefit can be utilized is the equivalency of six full-time semesters with a maximum award of full-time tuition cost not to include fees for over 18 semester hours in a semester. Twelve hours will constitute one semester, when pro-rating the number of semesters is necessary. **NOTE: It is the employee/board member's responsibility to notify the Financial Aid Office of increase/decrease in hours during a semester.**

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 2025	_____ Semester Credit Hours
☐ Spring 2026	_____ Semester Credit Hours
☐ Summer 2026	_____ Semester Credit Hours

C. CERTIFICATION AND SIGNATURE

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

Employee/Board Member Signature: _____ Date: _____

*****Signature of supervisor required only when enrolling in an on-ground course during the work day.*****

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, pregnancy, sexual orientation, gender identity, veteran status, or other factors prohibited by law in any of its educational programs, activities, admissions, or employment practices.

Employees, students, applicants for admission or employment, or other participants in Copiah-Lincoln Community College programs or activities who believe they have questions, complaints, or requests regarding Title IX and discrimination are entitled to seek relief through the Compliance Officer, at 601-643-8411. Written inquiries may be e-mailed to: compliance@colin.edu or mailed to: Compliance Office, P.O. Box 649, 1001 Co-Lin Lane, Wesson, MS 39191.

Questions, complaints, or requests in regard to Section 504 directives should be made to: Wesson Section 504 Coordinator, Rae Brown, Henley Building, Lester R. Furr Dr., Wesson, MS 39191, (601) 643-8424; or Natchez Section 504 Coordinator, Rukiya Abston, Redd Watkins Career & Technical Building, 30 Campus Drive, Natchez, MS 39120, (601) 446-1225; or Simpson Section 504 Coordinator, Lauren Miller, Sidney Parker Academic Building, 151 Co-Lin Dr., Mendenhall, MS 39114, (601) 849-0121.

Questions, complaints, or requests in regard to ADA compliance or non-discrimination in employment practices should be made to the Human Resources Manager, Nicole Donald, Ewing Administration Building, 1001 Co-Lin Lane, Wesson, MS 39191, 601.643.8308.

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