



Northern Marianas College Procedure

Procedure No.: 5010.11 Procedure Title: Professional Development;
Tuition Waiver and Course Scheduling

Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13

Office of Origin: Human Resources

Procedure Approval Authority: President *[Signature]*

Board Policy No. Associated with this Procedure: 5010

This Procedure Supersedes/Replaces: 2011 BOR Policy Part VI.B

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description This procedure establishes the process for provision of tuition waivers for College employees.

Areas of Responsibility Tuition waivers are subject to an employee's request and written approval of the President in accordance with this procedure. Courses taken during work hours are subject to supervisor approval.

Procedure details Employees requesting a tuition waiver must first apply for scholarship or federal grant assistance if eligible. A tuition waiver for one course each semester may be granted to full-time staff and faculty members who do not receive such assistance, upon written request to, and approval from, the President. Interested employees must complete a "Tuition Waiver" form at least two (2) weeks prior to the registration date.

With supervisor approval, employees may enroll in one course each semester during working hours, provided however that annual leave must be taken or hours must be made up. Additional courses taken by an employee must be outside of the employee's scheduled work hours.