

**DISCLAIMER**  
**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF S. C.,**  
**AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT**  
**CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE**  
**AND THE COLLEGE.**

**Orangeburg-Calhoun Technical College**  
**Statement of Procedure**

Title: **Tuition Waiver for Employees**

Number: 8.005.01

Page: 1 of 2

Department of  
Responsibility: President's Office

Authorization Signature:

Anne S. Crook  
President

Initial Approval: May 10, 1996

Revised: February 2, 2004

This procedure implements a portion of Policy 8.005 entitled Professional Development.

I. Purpose:

To establish procedures for enrolling College employees in tuition-waived courses taken at the College.

II. Procedure:

A. College employees may enroll in either:

- (1) a single credit course, with a four (4) credit hour limit per academic term, on a space available basis, without being charged tuition. A total of three (3) courses, one each in the fall, spring and summer terms may be taken in a calendar year. The College will provide the tuition cost for the course, with all other charges being the responsibility of the employee, including books and any special fees. Late registration fees will not be charged on employees taking free tuition courses.
- (2) a single non-credit (continuing education) course, with a 64 contact hour limit per academic term, on a space available basis, without being charged the tuition fee. The College will waive the tuition cost, but all other charges relating to the cost of taking the course (books, supplies) will be the responsibility of the employee.

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Page: 2 of 2

B. Employees who enroll in courses under this tuition waiver policy should take the course outside their regular working hours. Adjustment of the work schedule may be allowed if it is of benefit to the College. This must be recommended by the employee's supervisor and approved by the College President.

### C. Eligibility and Criteria:

1. All full-time and part-time permanent employees of the College who receive South Carolina State Employee benefits are eligible to participate in the tuition waiver program. Adjunct faculty and temporary staff employees are not eligible to participate.
2. College employees taking credit courses must apply for admission to the College, meet all required admission standards, including testing and course prerequisites, and pay any appropriate fees associated with application.

### D. Registration:

1. Since the tuition-waived courses are taken on a space available basis, spaces cannot be "saved" for employees. To register for a course as a regular student, the employee may pay the tuition and reserve a place in the course. Employees who register and pay for a course will not be eligible to take the course under this tuition waived procedure in the same semester. In other words, an employee may not register for a course and save a place, then drop the course, get a refund and take the course under the tuition waiver procedure.
2. Registration for employees who wish to take credit courses under the free tuition program will be held following normal student registration period.
3. Registration for non-credit courses taken under this procedure will be on the workday prior to the start of the course. This will enable the Continuing Education Coordinator to determine whether there is sufficient enrollment for the course to be held prior to admitting non-paying students.

### E. Student Rights:

Employees as students have the same rights as the College's other students, including privacy laws and regulations.