

General Policy - Continuing Education & Waiver of Tuition for Employees

Policy:

All regular employees of Bismarck State College shall be eligible for waiver of tuition and the College's service/facility fee.

Limits and Regulations:

BSC Courses:

1. The waiver is limited to no more than three academic classes per calendar year. Materials, class fees, NDSA and Connect ND fees, textbooks, etc. are not waived and must be paid for by the participating employee.
2. Employees may be released from work for regular class sessions for one academic class per semester with approval of the employee's supervisor or department head. Approval shall be granted so long as it does not interfere with the essential work of the institution.
3. Online Classes – BSC employees will not be allowed release time from work for online courses. Tuition and a portion of the fees will be waived. BSC employees will be responsible for the portion of fees equivalent to the NDSA and Connect ND fees for regular classes. The e-College fee will be paid out of a funded pool for staff. If the funds in the pool are depleted, the employee will be responsible for the e-College fee along with the fees equivalent to the NDSA and Connect ND fees for regular classes.
4. Non-credit, seminars, and workshops sponsored by the Division of Corporate and Continuing Education are not eligible for tuition or fee waiver.
5. Other higher education institution employees will be responsible for the fees equivalent to the NDSA and Connect ND fees for regular classes (does not include online classes).

Other NDUS Institution Courses:

6. The waiver is not limited to Bismarck State College. The waiver may be used for courses offered by other North Dakota University System (if allowed/applicable) colleges and universities.
7. If taking a class from another institution (not BSC), it is the employee's responsibility to check with that institution to see if the waiver is allowed and what the process is for submitting their tuition waiver form.

Procedure:

1. The employee is responsible for registering for classes through regular admissions/registration procedures.
2. The employee shall fill out a Tuition Waiver Request.

3. The employee must obtain required signatures of approval.
4. Human Resources submits approved form to the Student Finance office.
5. The Student Finance office returns a copy of the approved waiver to the employee for submittal to the appropriate institution if not BSC.

Reference:

NDUS Human Resources Policy Manual - Section 32
State Board of Higher Education Policy Manual Section 820.4

History of This Policy:

First policy draft September 18, 1978.

Revisions: August 23, 1983; January 7, 1986; July 1, 1987; July 1, 1990; November 21, 1991; April 27, 1992; August 24, 1993; June 22, 1995; August 6, 1997; August 12, 1997; March 30, 2000; January 12, 2006, June 10, 2009.

Bismarck State College

Faculty/Staff Tuition Waiver Request

- Employees are responsible for registering for classes through regular admissions/registration procedures.
- This waiver applies to some, but not all, fees.
- Fees are due on required due date.
- HR submits approved form to the Student Finance Office.

PLEASE NOTE: If you are taking a class from another institution (not BSC), it is your responsibility to check with that institution to see if the waiver is allowed and what the process is for submitting your tuition waiver form. The student finance office returns a copy of the approved waiver to the employee for submittal to the institution.

Name

Staff

Faculty

EmplID#

Dept

Bldg./Room

Telephone

Course

Department

Number

Title

Meeting Time

Credit Hours

Semester: Fall

Spring

Summer Session 1

Summer Session 2

Institution:

BSC

Other

Institution Name

Course taken for:

Credit

Audit

Student Status:

Undergrad

Grad

Post Grad

Resident Status:

ND

MN (with reciprocity)

Non-resident

I understand that my waiver will be approved only if I have no past due accounts receivable balance.

Employee Signature _____

Date _____

The above employee is authorized to receive a waiver of tuition and mandatory fees (except ConnectND and NDSA) for the course described above, not to exceed three academic classes per calendar year. Release time is granted for only one regular class per semester with appropriate administrative approval.

Online Classes – BSC employees will not be allowed release time from work for online courses. Other higher education institution employees are not granted a waiver on classes held outside of a classroom setting (i.e. online classes). Classes withdrawn after 8.999% of the class length will still be counted as a class used toward the waiver for the calendar year.

Approved

Not Approved

Department Head Signature _____

Title _____

Human Resources (verification of eligibility) _____

Date _____

For Student Finance Office Only:

Code: _____

Date _____

Initial _____

cc:

Employee

Department Head