

Tuition Waiver Procedure

Hagerstown Community College offers a Tuition Waiver program, which is designed to strengthen the education of faculty and staff and to provide educational assistance to their children. These are the administrative procedures in support of Board Policy 5091, Employee and Retiree Credit Tuition Waiver Policy, revised by the Board of Trustees on September 26, 2006.

Eligibility

Faculty and staff members who are employed as regular full-time employees and their spouses and dependent children are eligible for Tuition Waiver.

Regular part-time employees who work at least 15 hours per week and have at least two years of continuous service at HCC immediately preceding eligibility for this benefit are eligible for the Tuition Waiver Program.

Retirees of HCC, as defined by the Maryland State Retirement Association (MSRA) Handbook, who have served the College a minimum of 10 years as a regular full-time and/or regular part-time (minimum 15 hours per week) employee and their spouses and dependent children are eligible for this benefit.

Employees that become inactive (extended leave, FMLA, etc.) may complete the semester in which they are currently enrolled but may not make application for another course or semester until they have returned to full-time active status.

Regular part-time employees who are not yet eligible for Tuition Waiver and who are not residents of Washington County are eligible for HCC's In-County tuition rate.

Employees hired or classified as temporary or contract are not eligible for this benefit.

Application Procedures for Eligible Employees

Candidates for tuition waiver must file an Employee Application for Tuition Waiver.

Applications for tuition waivers are to be completed by the employee and signed by his/her immediate supervisor.

Forms must be taken to the finance office to verify the number of credits(70 credit maximum) already used by the individual.

And then forms must be submitted to the Office of Human Resources prior to the posted deadlines for registration. These forms follow this section and are available at the Office of Human Resources. Forms may be submitted in person, by fax or through the mail.

Dependent Eligibility

The dependent must be the spouse or dependent child of a full-time employee of Hagerstown Community College. Biological or legally adopted children, stepchildren and legal wards of regular employees shall be eligible for tuition waiver under this program provided the child:

- Does not exceed twenty-three (23) years of age prior to the beginning of the semester for which the waiver is requested; and

- Resides with the employee for more than half the year in which they are enrolled as a student; and
- Receives at least fifty percent (50%) of her/his financial support from the employee during the time she/he is enrolled as a student at the College or is provided with the amount of financial support as mandated by a divorce decree or other legal document; or
- Is permanently and totally disabled, regardless of age.

The College reserves the right to grant exceptions to the dependency criteria stipulated in this item in instances where extraordinary circumstances exist. The student must demonstrate an ability to benefit from the college education via proof of high school graduation or successful completion of the institution's placement testing.

Application Procedures for Spouses and Dependent Children

Eligible spouses and/or dependent children must complete and submit a standard admissions application by the deadlines specified on the application form, as well as all other documentation required in the admissions procedure.

All application materials are to be sent to:
 Office of Admissions
 Hagerstown Community College
 11400 Robinwood Dr.
 Hagerstown, MD 21742

Concurrent with the dependent child's application to HCC, the employee must complete and submit a Tuition Waiver for Dependent Child Application Form to the Office of Human Resources.

Falsification of information contained in any of the documents referenced above shall constitute grounds for disciplinary action.

The employee must provide acceptable documentation verifying that the child is her/his biological or adopted child or stepchild as specified below:

- **Biological Child:** Acceptable documentation for a biological child shall include a certified copy of the child's birth certificate indicating that the employee is the mother or father of the child. A certified copy is one which displays the raised seal of an official agency. Photocopies of certified birth certificates shall not be accepted. Birth certificates written in a foreign language must be accompanied by a certified translation in English. If a certified copy of the child's birth certificate cannot be obtained, the employee must provide a written explanation as to the reason, and must submit other documentary evidence of the parent-child relationship acceptable to the college.
- **Adopted Child:** Acceptable documentation for an adopted child shall include a certified copy of the child's court-modified birth certificate indicating that the employee is the child's adoptive parent. A certified copy is one which displays the raised seal of an official agency. Photocopies of certified birth certificates shall not be accepted. Birth certificates written in a foreign language must be accompanied by a certified translation in English.
- **Stepchild:** Acceptable documentation for a stepchild shall include a certified copy of a marriage certificate documenting the employee's marriage to the child's parent, and a certified copy of the child's birth certificate indicating that the employee's spouse is the child's parent.

The employee must annually submit copies of her/his federal income tax forms showing that the child is being claimed as a dependent during her/his enrollment at the College or, in instances where the child does not reside with the employee due to divorce or separation, the employee must annually submit certified court documentation or other appropriate legal documentation verifying that the child normally receives, on average, at least fifty percent (50%) of her/his financial support from the employee.

After all the required materials are submitted and certified by the Office of Human Resources, the applicants name will be forwarded to the Director of Admissions. The Director is responsible for reviewing the admission application of any applicant prior to final action being taken.

General Information

Approval for this benefit does not by itself authorize an employee's absence from work to attend courses scheduled during normal work hours. Arrangements must be made in advance with the supervisor before being absent from work.

This benefit must be applied for and all paperwork completed each semester.