Tuition Waiver

After completion of 90 days of continuous employment, current employees of the College and their immediate family members will have tuition and student fees waived for credit course(s) taken at WATC provided that the request for tuition waiver is submitted to and approved by the Executive Director of Human Resource following the proper procedure and submitting the appropriate forms. The cost of books, lab fees, ITL fees and all other enrollment related fees, tools, and other related educational expenses will not be waived. A tuition waiver will not be allowed for auditing a course. If a course in which a WATC employee or their immediate family member has enrolled is full, that individual will not be eligible for a tuition waiver for that class.

Tuition waivers must be submitted between the enrollment period for the term in which the requested course is offered and the first day of class.

This benefit is for all current employees who are actively working in the term of the class start and end dates.

Current employees include: full-time employees, part-time employees, faculty members, adjunct faculty members, and adjunct trainers. Adjunct faculty and adjunct trainers must be teaching in the current semester in which the waiver is requested, and within the last three years, have taught for-credit classes for at least two semesters at WATC or, within the last three years have taught at least 15 clock hours of non-credit courses for at least two semesters at WATC.

Immediate family members as it pertains to this policy are defined as spouse and dependent child(ren), as defined by IRS regulation and identified on the employee data form on file in HR.

Students receiving the tuition waiver benefit must maintain a cumulative GPA of 2.0 in classes for which the tuition was waived to continue eligibility for the benefit.
To be eligible for this benefit, the employee must be in good standing. Good standing will be interpreted to mean that the employee has not had a final written warning or suspension issued in the last year (365 days). Additionally, the employee must not have received less than an overall “fully meets standard” on the most recent employee performance evaluation.

Tuition waivers are provided contingent upon fulfillment of any employment agreement. Resignation prior to class completion, termination due to misconduct, or failure to fulfill an agreement will result in a cancellation of this waiver, and the full cost of tuition will be charged to the employee or student.

Supervisors may request that tuition and fees be waived for employees who enroll in WATC courses that are materially needed to improve performance in the current WATC job held by the employee. Such requests are submitted in writing with a statement of justification, through the supervisory chain of command, to the employee’s Vice President or Executive Director for endorsement or disapproval. Requests that are endorsed are then submitted to the Executive Director of Human Resources for approval or disapproval.

- If approved for a non-exempt employee, the time used to complete such a course, including class attendance and necessary homework and study time, will be accurately recorded and fully compensated as time worked. Any adjustments in the work time of the non-exempt employee will be managed by the supervisor to avoid added regular pay and to avoid added overtime pay.

- If approved for exempt employees, some or all of the time used to complete such a course may, at the discretion of the supervisor, replace time normally devoted to regular work.

Tuition waivers are available based upon the current budget resources. Once resources are expended, no further tuition waivers will be approved for the current fiscal year.