

DIVISION	POLICY NUMBER
II. College Employees	2.04.09
CATEGORY	DATE
2.04.09 Tuition Waiver for JJC Classes for Part-Time Employees: Clerical, Non-Union Support, Professional and Administrators	Adopted: 09/1996 Revised: 05/1998, 10/1999, 03/2014, 04/2019, 10/2019

2.04.09 **TUITION WAIVER FOR JJC CLASSES FOR PART-TIME EMPLOYEES: CLERICAL, NON-UNION SUPPORT, PROFESSIONAL AND ADMINISTRATORS**

Part-time clerical, support, professional, and administrator employees (not spouses or children) will be granted waivers for tuition to participate in Joliet Junior College credit classes, up to five (5) credit hours, per semester. This benefit does not include a waiver for course fees, which will have to be paid by the employee.

Should the part-time employee resign or employment be otherwise terminated, the part-time employee may be permitted to finish the course in which enrolled to the semester conclusion. The tuition waiver must be signed by the employee’s direct supervisor and the Executive Director, Human Resources or designee.

This tuition waiver benefit does not apply to student workers, interns, temporary/interim employees, lifelong learning instructors, traffic school instructors, or other part time non-credit instructors of the College.