

KAUA'I COMMUNITY COLLEGE
Faculty and Staff Tuition Exemption Policy for Credit Courses

1. Purpose

To establish campus procedures for approval and accounting of tuition exemption requests to assure compliance with the Board of Regents Policies (Chapter 6) and the current contract agreement between University of Hawaii Professional Assembly and the Board of Regents.

2. Reference

- A. Board of Regents Policy, Section 6-7.
- B. Agreement between the University of Hawai'i Professional Assembly and the Board of regents of the University of Hawai'i Article III.C.

3. Policy

- A. A faculty or staff member who is half-time or more is eligible to apply for tuition exemption for regular credit courses within the University system. Spouses and domestic partners of Bargaining Units 07, 08, 87 and 88 are also eligible to apply for tuition exemption, subject to the same policies and procedures as employees.
- B. Faculty or staff members may register for courses up to six (6) total credits exempt from tuition and fees in each academic semester. The exemption does not apply to individual instruction in fields such as music.
- C. The employee will pay regular tuition and fees for any instruction which exceeds these limits. Employees will pay Non-General fund fees, such as Graduate Student Association fees.
- D. Faculty and staff may only enroll for courses after the regular students have had an opportunity to register.
- E. Provisions for tuition and fee exemption do not apply to individual instruction in such fields as music, nor to summer session, and credit or noncredit courses offered by the Office of Continuing Education and Training.

3. Procedures

- A. For tuition exemption at Kaua'i Community College, submit two (2) copies of the University of Hawai'i Tuition Waiver form to the KCC Business Office. (Forms are available at <http://www.hawaii.edu/ohr/docs/forms/waiver.htm>).
- B. For tuition exemption at another University of Hawai'i System campus, submit two (2) copies of the University of Hawai'i Tuition Waiver form to the campus after contacting them to see which office must receive the form.

- C. For spouses or domestic partners, in addition to the forms required in paragraphs B. and C. above, submit two (2) copies of the University of Hawai'i Declaration of Marital Status or Domestic Partnership form.
- D. Faculty and staff and their spouses or domestic partners will observe the registration policies and procedures of the campus they will attend.