**FACILITIES, PLANNING & ENVIRONMENTAL SAFETY**

**TUITION WAIVER APPLICATIONS**

**PROCEDURE #F&P-4800-13**

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| **PURPOSE** |
| To establish a standard, uniform policy and procedure for processing tuition fee waiver application forms from employees under the cognizance of the Facilities, Planning and Environmental Safety Department. |
| **OBJECTIVE** |
| To control and account for the make-up work time performed by employees who register to attend classes scheduled during normal work hours. |
| **POLICY** |
| 1. No more than three semester hours of class time will be approved for any employee when those hours fall within the employee's normal, scheduled working hours.
2. For all classes that occur during scheduled work hours, a signed statement from the immediate supervisor, which clearly states how the make-up time has been scheduled, must accompany the application.
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