



## Northshore Technical Community College Request for Employee Tuition Exemption

The following criteria must be met before an employee can request an exemption of their tuition. According to LCTCS policy 5.004, **tuition** is the only exemption allowed. **Payment for all other fees related to registration is the responsibility of the employee.**

All seven of the following points must be verified by the Campus Dean and Chief Academic Officer.

Place an "X" in each verification below.

1. \_\_\_ Full time employee in permanent (non-temporary) position for one year minimum
2. \_\_\_ Class/course is job related (also verified by Chief Academic Officer)
3. \_\_\_ Class is not a Non-Credit class
4. \_\_\_ Class has officially "made" after NTCC deadline for schedule changes and has an available slot
5. \_\_\_ Up to six credit hours tuition allowed per semester
6. \_\_\_ Supervisor and Chancellor has approved release time for the employee (only three clock hours per week may be taken during work time without charge to annual leave) If educational leave will be utilized, contact the college HR department for proper procedures
7. \_\_\_ Satisfactory progress in previous class(es) if applicable

Employee Name \_\_\_\_\_

Campus \_\_\_\_\_

Semester \_\_\_\_\_ Department \_\_\_\_\_

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Campus Dean

\_\_\_\_\_  
Chief Academic Officer

\_\_\_\_\_  
Chancellor

This form must be completed and signed by each of the approving authorities above. It should then be turned in with registration papers and a copy forwarded to the Finance Office.