2115 –Tuition Scholarships

The College is pleased to offer tuition scholarships to eligible employees, qualifying Trustees, and spouse or eligible dependent children (as defined by the IRS) for credit courses enrolled through the College. LSEC, non-credit, and Military Programs courses are not eligible. The scholarship covers the tuition portion of the charges for non-online classes up to 9 credit hours per academic term for those in the Regular Part-time Staff/Faculty, and Adjunct Faculty/Outreach Site Coordinators categories and unlimited for those in the Full-time Faculty/Staff, Dependents of Qualifying Deceased Employees, and Qualifying Board of Trustees categories. To be eligible for the tuition scholarship, employees must be actively employed and have been paid by Barton within the last six months. For BARTONline classes, the scholarship covers the equivalent of the current charge for resident tuition for non-online classes. The applicant is responsible for the additional tuition charge for online classes, non-credit classes, student fees, special fees, and book charges. Eligible employees, qualifying Trustees, and spouse or eligible dependent children may only receive one institutional Tuition scholarship per semester (Staff, Athletic, Performance, etc.).

When employees take advantage of tuition scholarships by enrolling in College classes, they will normally attend classes during a time other than regular working hours. When the class meets during regular working hours, employees will be allowed to attend class only with written permission from their supervisor and any missed work-time will need to be made up either by working additional hours that same week or by taking vacation or personal leave. Eligibility requirements for employee tuition scholarships will be communicated through the Office of Human Resources.

In memory of Cheryl Berg, Director of Nursing who passed away in March 2005, the College believes it is appropriate to honor Mrs. Berg by expanding the Tuition Scholarships Procedure to include dependent children of full-time deceased employees. Therefore, the Tuition Scholarships Procedure is hereby expanded to include the awarding of tuition scholarships for Barton classes to dependent children of full-time deceased employees. The same guidelines shall apply as reflected in the Tuition Scholarships Procedures except that the employee must have been actively employed at the College at the time of his/her death for this procedure to be applicable.

For more information on the Tuition Scholarships benefit (including application and eligibility information) please go to http://www.bartonccc.edu/financialaid/scholarships#Benefit

Contact(s): Director of Human Resources

Related Form(s): Tuition Voucher Online Form

References:

Relevant Policy or Procedure(s): 1120 – Tuition Scholarships

Approved by: President

Date: 1/14/08

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