



**Cochise College  
District Board Policy**

**Category: All Employee Groups  
Policy number: 636  
Title: Tuition Exemption**

Cochise College seeks to promote employee personal and professional development and support career growth by providing access to Cochise College for-credit courses through a tuition exemption program.

**Procedure 636.1  
Tuition Exemption**

1. **Full-time, regular, benefited employees** shall be eligible for tuition exemption for up to two for-credit courses per semester taken at Cochise College. Upon supervisor approval, benefited, classified or professional staff employees may adjust their work schedule to attend classes during the normally scheduled work day, using paid leave to account for any hours not made up during the work week.
2. **Spouses and dependent children of full-time, regular, benefited employees** shall be eligible for tuition exemption tuition for an unlimited number of for-credit courses. A dependent child is defined as any child of an employee who is age 25 or younger and either the employee's natural born, adopted, foster, step-child or an individual for whom the employee can demonstrate legal guardianship.
3. **Associate faculty members** who have taught nine or more equated units shall be eligible for tuition exemption for one for-credit course taken at Cochise College in the first or second subsequent semester following the term when eligibility has been met.
4. **Part-time, regular employees** working a minimum of 15 hours per week for six or more months are eligible for tuition exemption for one for-credit course per semester taken at Cochise College.

**Procedure 636.2  
Tuition Exemption**

Tuition exemption shall be at the regular in-state tuition rate or at the online tuition rate if applicable.

Eligible employees wishing to take advantage of the tuition exemption for themselves or their dependents for courses taken at Cochise College must complete an Employee Tuition Waiver form, obtain approvals of the immediate supervisor if the waiver is for the employee, and submit the form to the Cash Office for processing. The Cash Office will work with Human Resources to verify employee and dependent status and with the Office of Financial Aid to manage current and pending awards.