



Community College Employee/Dependent Tuition Waiver Guidelines
July 1, 2009

In accordance with State Board of Education Policy 612.02 "Tuition Assistance", the following are guidelines and procedures established by Athens State University for the Community College employees and their dependents in the application for Athens State University tuition assistance/waiver.

1. The Community College's Human Resource Department shall complete the appropriate section of the Athens State University "Tuition Assistance Form" certifying:
 - The eligibility percentage of the employee and/or their dependent.
2. The Employee requesting the tuition assistance shall initial and sign the Athens State University "Tuition Assistance Form" certifying that they are in compliance with the requirements.
3. Prequalification / Certification of the Athens State University "Tuition Assistance Form" is required. The Original form should be completed, signed by your Human Resources Office and the President of your institution. The form should then be forwarded to the Athens State University Business Office as soon as possible but no later than the end of the late registration period.
4. Once certified as eligible the Employee / Dependent shall complete and submit an Athens State University Application to attend. Once the application has been processed the Employee / Dependent may register for Athens State University courses.
5. The following guidelines are placed on the tuition assistance to the employees / dependents of the system colleges for Athens State University courses:
 - A maximum of 12 credit hours per semester is allowed under this waiver at \$167 per credit hour.
 - Waiver does not apply to repeated courses.
 - A minimum GPA of 2.0 must be maintained to be eligible.
 - Maximum of one audit per semester.
 - All fees (other than portion of tuition waiver), books and supplies are the responsibility of the student.