



## **OPERATING PROCEDURES**

**SUBJECT:      EMPLOYEE TUITION BENEFIT**

To encourage educational growth among NWFSC employees receiving college-approved full benefits (i.e., health, life, and retirement), and their dependents an award of six in-state credit hours per term is available to eligible NWFSC employees and dependents, and to NWFSC retirees who were employees receiving college-approved full benefits. Legal dependents are those as defined by IRS standards. Employees and dependents of eligible NWFSC employees must enroll in college credit, vocational credit, or college preparatory courses to qualify for this benefit. Dependents of NWFSC retirees are not eligible for this benefit. A minimum 2.0 cumulative grade point average on a 4.0 grading scale is required in order to receive the tuition benefits. The benefit does not cover lab fees, book or supply costs, or courses that are repeated that were previously charged against the Employee Tuition Benefit.

Definition of “dependents” eligible to use the College’s Employee Tuition Benefit:

The dependent\* must be your:

- Son
- Daughter
- Stepchild

AND:

- Dependent must be under age 24 at the end of the year (any age if permanently and totally disabled)
- Employee must provide at least 50% of total support
- Dependent must be Florida Resident

Exceptions may be made by the Human Resources Director upon approval of the Vice President and/or President.

\*A legally adopted child is always treated as your own child.