

MINERAL AREA COLLEGE
PROFESSIONAL DEVELOPMENT APPROVAL and
TUITION/FEE WAIVER REQUEST
GUIDELINES

1. Complete and submit the **Professional Development Approval and Tuition/Fee Waiver Request** form to the supervisor or dean **prior to enrollment each semester** for all professional development seminars, programs, or courses. (See chart on the reverse side for eligibility.) Once processed, one copy will be returned to the employee, and one copy will be forwarded on, as applicable to the offices of Financial Aid and the CMU Regional Dean. The original will be kept on file in the HR office.
2. Follow standard enrollment procedures and present a copy of the signed Professional Development Approval and Tuition/Fee Waiver Request form to the Business Office upon enrollment.
3. Any Mineral Area College employee may be eligible to attend programs or seminars which improve the employee's job performance. Programs or seminars may be attended subject to approval by the employee's supervisor or dean, and availability of funding (if reimbursement is requested).
4. Full-time employees may register for Continuing Education courses two business days in advance of the class and pay only \$5 for eligible courses. Employees are responsible for the purchase of any supplies, textbooks or other related expenses that might apply. Placement is contingent upon the class making and seat availability. Courses that require MAC to pay a per-student fee will not be eligible. Please contact the office of Continuing Education (518-2342) for enrollment procedures.
5. **Full-time employees** taking classes during regular work hours: One three hour class may be taken per semester. On class days, it is required that employees omit breaks and shorten lunch time to 30 minutes. Studying during work hours or utilizing college equipment for homework assignments during working hours is prohibited. Full-time employees must be in at least the sixth month of employment to qualify for tuition/fee waivers.
6. **Full-time employees** seeking advanced degrees, and requesting reimbursement for tuition, must be continuously employed by the college in a full-time position from the first day of the class through the last day of the class, and employed full-time during the succeeding academic year for reimbursement of summer courses. Upon completion of the course(s), complete the **Application for Tuition Reimbursement**, following the guidelines listed on the form. Full-time employees will be responsible for repayment of reimbursed tuition if the employee voluntarily separates from employment during degree plan or within 2 years of degree completion according to a pro-rated scale. (see Application for Tuition Reimbursement form.)
7. **Part-time staff** must be in at least the sixth consecutive month of employment, and **adjunct instructors** must be teaching in their second semester/term to qualify for tuition/fee waivers. All part-time employees must be employed during the semester the course(s) are taken.
8. **CMU at MAC Courses:** Contact the CMU Regional Dean for further information about enrolling for Baccalaureate and Master's level courses. (See chart on the reverse side for eligibility.)
9. **Eligibility** for spouses and dependents on back.
10. **A+:** If your dependent student is A+ eligible, they will receive a book scholarship. See Section II on the Professional Development & Tuition Fee Waiver Request Approval form.

Questions: Please direct all questions and requests for further information to Human Resources 518-2379.

Revised January 26, 2011

Eligibility/Requirements

	MAC Credit Courses Tuition/Fee Waivers <i>for those seeking MAC degrees, improving job skills, or for personal enrichment</i>	Dual Credit Courses <i>offered at area high schools for MAC credit</i>	CMU Credit Courses		Professional Development Educational Plan <i>for those seeking an advanced degree from accredited institution other than MAC or CMU</i>	Professional Enhancement <i>for those taking courses for job enhancement or to meet certification requirements</i>
			<i>Bachelors</i>	<i>Masters</i>		
MAC Fulltime Employee	Unlimited	N/A	Apply for Pell Grant-remaining tuition waived (no other fees)	Tuition only waived (no other fees)	Degree plan on file. Limited to 6 credit hours per semester for reimbursement See guidelines	Limited to 6 credit hours per semester for reimbursement See guidelines
MAC Retirees	Unlimited	N/A	No benefits	No benefits	No benefits	No benefits
Spouses and Dependents of MAC Full time Employees	Unlimited	Unlimited	Apply for Pell Grant-remaining tuition waived (no other fees)	Spouse- 1/2 tuition waived Dependent- no benefits	No benefits	No benefits
MAC Part time Employees, Spouse & Dependents	6 credit hours per family, per semester	6 credit hours per family per semester	No benefits	No benefits	No benefits	No benefits
Dual Credit Liaison	6 cr. hrs. per family, per sem Does not apply to summer	6 cr. hrs. per family, per sem. Does not apply to summer	No benefits	No benefits	No benefits	No benefits
Dual Credit Instructor	3 cr. Hrs. per family, per sem. Does not apply to summer	3 cr. Hrs. per family, per sem. Does not apply to summer	No benefits	No benefits	No benefits	No benefits
TCRC Full time Employees Spouses, Dependent	Unlimited	Unlimited	Contact CMU Regional Dean for Policy Guidelines		No benefits	No benefits
CMU Full time Employees Spouse, & Dependents	Unlimited	Unlimited	Contact CMU Regional Dean for Policy Guidelines		No benefits	No benefits