AIMS COMMUNITY COLLEGE PROCEDURE

EMPLOYEE TUITION WAIVER AND REIMBURSEMENT

As an institution of higher education, the College supports and promotes a person’s pursuit for professional development and personal growth. As such, the College provides various opportunities for individuals directly associated with the College to advance their education through the establishment of tuition waiver and reimbursement benefits.

The Student Code of Conduct applies to any individual taking credit and/or non-credit course(s) at the College regardless of payment method.

Eligibility and conditions surrounding the receipt of a tuition waiver and/or reimbursement vary based on employee status or retiree/emeriti status. As such, sections of this Procedure include: 1) Full-time Benefited Employee (A. Employee and B. Dependent/Spouse/Domestic & Civil Union Partner); 2) Part-time Non-benefited Employee; 3) Retiree; and 4) Emeritus Status).

Under no circumstances, shall a Full-time Benefited Employee receive more than $4,000 annually in the form of tuition and fee waiver and/or reimbursement.

Faculty members, who achieve increased educational attainment through the use of tuition waiver and/or reimbursement benefits, shall not be eligible for increased salary such as the educational increment except as follows:

1. Salary adjustments for an educational increment will not be applied to the faculty member’s salary until after the College has been reimbursed for the cost of those credits directly related to the educational increments that were funded by the College’s tuition reimbursement plan.

Options for reimbursing the College are as follows:

A. The faculty member can personally reimburse the College the cost of those credits directly related to the educational increment that were funded utilizing the College’s tuition reimbursement plan (Aims Policy 4-1525).

Or

B. Waive the right to receive a salary adjustment for an educational increment until after a point in time (not to exceed five years) of employment during which the faculty member applied for and would have been eligible for the educational increment, but did not receive the educational increment, but instead, had the eligible amount applied toward the balance due the College for those funds reimbursed to the faculty member via the College’s tuition reimbursement plan.

Example:
Faculty member (with a Master’s degree) uses the College tuition reimbursement plan to fund the cost of 9 graduate level courses at UNC at a cost of $400 per credit ($400 x 9 = $3,600). In addition, the faculty member pays out of pocket for 9 additional graduate level
courses ($3,600). The faculty member now has 18 additional graduate level courses and is eligible for an educational increment of 2y or $1,500 (y = $750, see above). After the faculty member has completed the application and has been approved for an educational increment (in the next fiscal year), the faculty member can either pay back the College, out of personal funds, the entire $3,600, or he/she can have the amount they would have received for the educational increment ($1,500) waived until the point in time of employment that those funds would cover the amount due.

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Year 1</td>
<td>$1,500</td>
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<tr>
<td>Year 2</td>
<td>$1,500</td>
</tr>
<tr>
<td>Year 3</td>
<td>$ 600</td>
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In year 3, the faculty member would get a salary adjustment for $900 for the educational increment, and then in Year 4 an additional $600 in salary adjustment for the educational increment – bringing the faculty member up to the full $1,500 education increment salary adjustment in Year 4.

Educational increments are not eligible for Administrators and Staff.

**TUITION WAIVER**

The Tuition Waiver is a benefit which allows Aims employees to enroll in Aims courses (credit, non-credit and repeat) without having to pay for those courses up-front (i.e. no out of pocket expense incurred prior to taking a course(s)).

**FULL-TIME BENEFITED EMPLOYEE**

Employees are not to enroll in course(s) during times that interfere with performing the functions of their position and/or during their standard work schedule, without prior written approval of the responsible Senior Manager.

*Aims Credit Course*

Employees become eligible for the tuition waiver upon their first day of employment with the College.

Out-of-pocket tuition, along with standard fees, except for any fees associated with the College’s Aviation program, and course/lab fees, for credit course(s) taken by employees will be waived (via a Tuition Waiver Application and Agreement) for as many credits as requested for employees with no maximum number of credits per semester. The cost of books and any charges for materials are the responsibility of the employee and are not covered by the Tuition Waiver.

An employee can only take advantage of the tuition waiver if the employee does not owe the College any monies from a previous course(s) (i.e. they are current on their account). In order for the employee to take advantage of the Tuition Waiver, and to continue to be eligible for the Waiver the employee must receive a grade of C, S or greater. Should the employee not receive a passing grade of C, S or greater in any of the courses taken, then the waiver is no longer
valid, and the employee is responsible for reimbursing the College for the total cost of the course(s) taken minus any fees that were not waived. A hold will be placed on the employee’s account until such reimbursement is made.

All reimbursements/payments must begin the first month after the end of the semester in which the course(s) was taken. The allotted time for repayment will be equivalent to the number of credit courses taken (i.e. 3 credits = 3 months for repayment, 6 credits = 6 months for repayment, 12 credits = 12 months for repayment.). An employee is not permitted to enroll in more than twelve credits per semester.

Failure to reimburse the College for any course(s) will result in a suspension of the employee’s account, hold will be placed on the account, and the employee will not be eligible for future Tuition Waiver benefits until the account is paid in full. If a reimbursement is not made within 365 calendar days, the College will make a payroll deduction, as agreed upon in the Tuition Waiver Application and Agreement.

See limitation clause (paragraph 4 of this procedure) for total annual benefits allowable for full-time employees.

The Tuition Waiver may not be used if the employee is receiving or will receive duplicate or comparable support from another institution or agency, grant, waiver, Veterans’ Education Benefit, or other financial aid that was awarded and paid on behalf of the student (employee) above the amount requested. Employees who receive partial tuition assistance from an agency or institution may be eligible for a partial Tuition Waiver under this procedure. Loans and other financial obligations received from an institution or agency that must be repaid by the employee at some future date will not affect eligibility for the Aims Tuition Waiver.

Process:
Obtain and complete a “Tuition Waiver Request Form” (available in the Forms section of MyAims). Details for processing this request are noted on the form. Requests for a Tuition Waiver should be submitted before the beginning of the semester (term) the course(s) is to be taken. Click here for the Tuition Waiver Request form.

Upon completion of the course(s) submit a final grade report to the Cashier’s Office for final processing.

Aims Non-credit Course
Non-credit classes may be taken by full-time employees at no charge once enrollment requirements are met by paying enrollees. The employee is responsible for the cost of books and any charges for materials that are paid directly to the instructor.

Process:
Registration is handled by Continuing Education and, as such, employees are to contact Continuing Education Registration directly and identify themselves as a full-time employee registering for Continuing Education class(es).
**Aims Credit and Non-credit Course Repeat**

Employees may repeat a course(s) at no charge provided they have already taken, passed and paid for the course at least once (provided there is space available). Employees who wish to repeat a course must understand that priority for classes is given to any and all paying Aims students. Thus, there is no guarantee that an employee will be allowed to enter the class, or that they will be able to remain in the class, if a paying student registers for the course. Instructors are required to admit an employee into the course provided there is space available. Instructors have the ability to ask an employee to leave the class at any time during the semester, to make room for a paying student. Additionally, an instructor has the right and the responsibility to take appropriate action when he or she observes inappropriate classroom behavior. The form of intervention taken by the instructor will depend on the nature of the misconduct observed.

This program does not supersede the audit process and is solely for employees who wish to repeat a course for non-credit and who will not be paying for said course. No grade, transcript, or other proof of participation will be provided. Repeat course(s) do not count as part of an employee’s professional development or performance plan.

Course fees and other standard fees, may be eligible for a Tuition Waiver (follow the process outline above for Aims Credit Course), but other costs associated with the class (supplies, books, etc.) are the responsibility of the student.

**Process:**

Employee – Steps:
1. Identify course you’d like to repeat and contact the department point of contact for that specific area.
2. Tell contact person that you’d like to repeat a course and request that an additional “Employees-Only” section be created for desired course. Get section number from department contact person prior to registration.
3. Once section has been created, register for the course on-line using the specific section for non-paying Aims employees provided to you by department point of contact.
4. Print copy of registration verification and take with you to first day of class.
5. Attend first day of class with registration verification.

Department Contact – Steps:
1. Once employee identifies that they’d like to repeat a course by taking an “Employees-Only” section, create a section specifically for non-paying Aims employees who are repeating the course, and provide the section number to the employee.
2. This “Employees-Only” section MUST be created in SSASECT with a few differences from a standard, student class:
   a. Change course title to “Aims Employees Only”
   b. Section Number MUST BE between AE1 – AE9
   c. NO checkmark in the “Print” box
   d. NO checkmark in the “Gradable” box
   e. Checkmark MUST BE in “Tuition & Fee Waiver” box
   f. Checkmark MUST BE in “Voice Response & Self Service” box
3. Remind employee to register on-line using specific section number for non-paying Aims employees and that they’ll need to print a copy of their registration verification for their first day of class.

Instructor – Steps:
1. Print all section rosters and bring to first day of class for verification of student enrollment.

PART-TIME NON-BENEFITED EMPLOYEE

Employees are not to enroll in course(s) during times that interfere with performing the functions of their position and/or during their standard work schedule.

Part-time non-benefited employees may be eligible for a Tuition Waiver for up to five (5) credits per semester, if they are hired for and work a minimum of 20 hours/week within a 12 week period.

Accrual is set at a maximum of 5 credit hours per semester (beginning with the Fall semester) per year (maximum of 3 semesters of accrual for a total of 15 credits maximum between Fall semester and the following Summer semester). All credit hours must be utilized by the end of the Summer semester in the year credit hours were earned. Unused credit hours do not carry forward to the next year. Part-time employees are eligible for waiver of up to 15 credits per year (via the Tuition Waiver).

Aims Credit Course

Out-of-pocket tuition, along with standard fees, except for any fees associated with the College’s Aviation program, and course/lab fees, for credit course(s) taken by employees will be waived (via a Tuition Waiver) for as many credits as requested for employees with no maximum number of credits per semester. The cost of books and any charges for materials are the responsibility of the employee and are not covered by the Tuition Waiver.

A part-time employee can only take advantage of the tuition waiver if the employee does not owe the College any monies for previous courses (i.e. they are current on their account).

In order for the tuition waiver to remain in effect the employee must receive a grade of C, S or greater. Should the employee not receive a passing grade of C, S or greater in any of the classes taken, then the waiver is no longer valid, and the employee is responsible for reimbursing the College for the total cost of the monies waived, minus any fees that were not waived (i.e. aviation, lab fees, etc.).

All reimbursements/payments must begin the first month after the end of the semester in which the course(s) was taken and not passed. The allotted time for repayment will be equivalent to the number of credit classes taken (i.e. 3 credits = 3 months for repayment, 6 credits = 6 months for repayment, 12 credits = 12 months for repayment, etc.)

Failure to reimburse the College for any class(es) will result in a suspension of the employee’s account, and the employee, their spouse, dependent(s), domestic partner and/or civil union
partner, will not be eligible for future Tuition Waiver benefits until the account is paid in full.

See limitation clause (paragraph 4 of this procedure) for total annual benefits allowable for full-time employees.

The Tuition Waiver may not be used if the employee is receiving or will receive duplicate or comparable support from another institution or agency, grant, waiver, Veterans’ Education Benefit, or other financial aid that was awarded and paid on behalf of the employee above the amount requested. Employees who receive partial tuition assistance from an agency or institution may be eligible for a partial Tuition Waiver under this procedure. Loans and other financial obligations received from an institution or agency that must be repaid by the employee at some future date will not affect eligibility for the Tuition Waiver.

Process:
Obtain and complete a “Tuition Waiver Request Form” (available in the Forms section of MyAims). Details for processing this request are noted on the form. Requests for a Tuition Waiver should be submitted prior to the beginning of the semester (term) the course(s) are to be taken. Click here for the Tuition Waiver Request form.

Aims Credit Course Repeat
Part-time non-benefited employees may repeat credit course(s) at no charge provided they have already taken and paid for the course at least once and provided there is space available. Refer to the ‘Full-time Benefited Employee, A. Employee, Aims Credit and Non-credit Repeat Course Repeat” section for requirements associated with this benefit. NOTE: Non-credit course and non-credit course repeat do not apply to part-time non-benefited employees.

Process:
Refer to “Process:” in “Full-time Benefited Employee, A. Employee, Aims Credit and Non-credit Repeat Course Repeat” section.

TUITION REIMBURSEMENT

FULL-TIME BENEFITED EMPLOYEE

Regionally Accredited Institutions – Except Doctorate Programs
Benefited employees of the College are eligible to request tuition/fee reimbursement for course(s) they have started after their one year anniversary date of full-time employment. The employee must be a benefited employee of the College when requesting tuition reimbursement.

Tuition reimbursement, along with reimbursement of course and other standard fees, may be available for employees taking credit courses from a regionally accredited institution as defined by The Higher Learning Commission. A maximum of $4,000 per academic year (starting Fall semesters; including Fall, Spring, Summer) for in-state and/or out-of-state tuition reimbursement is available for out-of-pocket tuition/fees. This is a non-accruing benefit. Employee must receive a grade of C, S or greater for tuition reimbursement of course(s).
It is the employee’s responsibility to ensure the educational institution they are seeking tuition reimbursement for is regionally accredited. The College considers institutions accredited by The Higher Learning Commission (HLC) as regionally accredited. A list of HLC affiliated institutions can be accessed at the following URL: www.ncahlc.org; under ‘Find HLC accredited colleges and universities.

See limitation clause (paragraph 4 of this procedure) for total annual benefits allowable for full-time employees.

Reimbursement will not be considered if the employee received duplicate or comparable support from another institution or agency, grant, scholarship, Veterans’ Education Benefit, or other financial aid that was awarded and paid on behalf of the student above the amount requested. Employees who receive partial tuition assistance from an agency or institution may be eligible for a partial tuition reimbursement under this procedure. Loans and other financial obligations received from an institution or agency that must be repaid by the employee at some future date will not affect eligibility for reimbursement.

Process:
Obtain and complete a “Benefited Employee and Dependent/Spouse Tuition Reimbursement Request” form. The form is available in the employee forms section on myAims or from Human Resources. Details for processing this type of reimbursement are noted on the form. Requests for tuition reimbursement should be submitted by the end of the following semester (term) the course(s) was taken.

Regionally Accredited Institutions –Doctorate Programs
Benefited employees of the College are eligible to request tuition/fee reimbursement for Doctorate course(s) they have started and completed after their one year anniversary date of full-time employment. The employee must be a benefited employee of the College when requesting tuition reimbursement.

Tuition reimbursement for Doctorate courses, along with reimbursement for other standard fees, may be available for employees taking Doctorate courses from a regionally accredited institution as defined by The Higher Learning Commission. A maximum of $4,000 per academic year (starting Fall semesters; including Fall, Spring, Summer) for in-state and/or out-of-state tuition reimbursement is available for out-of-pocket tuition/fees. This is an accruing benefit during the period the individual is taking Doctorate courses (and only for those courses directly related to their doctorate). No reimbursement will be authorized for doctorate work until after the individual is awarded their doctorate degree. Employee must receive their Doctorate (PHD) before any tuition reimbursement for the doctorate course(s) is reimbursed, unless the institution at which the employee is enrolled in for their doctorate degree issues, and the individual receives, a passing grade of C, S or greater on their transcripts. It is the employee’s responsibility to ensure the educational institution they are seeking tuition reimbursement for is regionally accredited. The College considers institutions accredited by The Higher Learning Commission (HLC) as regionally accredited. A list of HLC affiliated institutions can be accessed at the following URL: www.ncahlc.org; under ‘Find HLC accredited colleges and universities. See limitation clause (paragraph 4 of this procedure) for total annual benefits allowable for full-time employees.
Reimbursement will not be considered if the employee received duplicate or comparable support from another institution or agency, grant, scholarship, Veterans’ Education Benefit, or other financial aid that was awarded and paid on behalf of the student above the amount requested. Employees who receive partial tuition assistance from an agency or institution may be eligible for a partial tuition reimbursement under this procedure. Loans and other financial obligations received from an institution or agency that must be repaid by the employee at some future date will not affect eligibility for reimbursement.

Process:
Obtain and complete a “Benefited Employee and Dependent/Spouse Tuition Reimbursement Request” form. The form is available in the employee forms section on MyAims or from Human Resources. Details for processing this type of reimbursement are noted on the form. Requests for tuition reimbursement should be submitted by the end of the following semester (term) the course(s) was taken.

DEPENDENT, SPOUSE, DOMESTIC AND/OR CIVIL UNION PARTNERS

Dependents, spouses, and/or domestic partners, defined as an adult who shares a committed relationship with an eligible employee of the same or opposite gender, evidenced by an Affidavit of Domestic Partnership filed by the eligible employee with the Human Resource Office, of full-time benefited employees may be eligible for tuition reimbursement benefits as defined below:

Aims Credit Course
Out-of-pocket tuition along with standard fees and course/lab fees, may be eligible for reimbursement for credit course(s) taken by a dependent, spouse, and/or domestic partner. The cost of books and any charges for materials are the responsibility of the employee and are not reimbursable. Employees are responsible for complying with the College’s standard payment schedule. Reimbursement can only be made if the dependent’s account is paid in full for the requested semester. Dependent, spouse, domestic partner and/or civil union partners must receive a grade of C, S or greater to be eligible for tuition reimbursement of course(s).

Reimbursement will not be considered if the student received duplicate or comparable support from another institution or agency, grant, scholarship, Veterans’ Education Benefit, or other financial aid that was awarded and paid on behalf of the student above the amount requested. Students who receive partial tuition assistance from an agency or institution may be eligible for a partial tuition reimbursement under this procedure. Loans and other financial obligations received from an institution or agency that must be repaid by the student or benefited employee at some future date will not affect eligibility for reimbursement.

Documentation of the relationship must be supplied in order to receive reimbursement for dependents, spouses, domestic partners, and/or civil union partners (copy of birth certificate, marriage license, tax return, domestic partnership affidavit, etc.). In addition, dependents will not be eligible for reimbursement if the dependent was over the age of 23 on the first day of the class for which the employee is claiming reimbursement for the dependent.
Process:
Obtain and complete a “Benefited Employee and Dependent/Spouse Tuition Reimbursement Request” form, along with a domestic partner affidavit, if applicable. The forms are available in the employee forms section on MyAims or from Human Resources. Details for processing this type of reimbursement are noted on the form. Requests for tuition reimbursement should be submitted by the end of the following semester (term) the course(s) was taken.

RETIREE

Full-time benefited employees who have a minimum of fifteen (15) consecutive years of service as an employee of the College and meet conditions of retirement as defined by the Public Employees Retirement Association (PERA) are eligible to receive a tuition scholarship in the form of Aims tuition reimbursement.

Aims Credit Course
Out-of-pocket tuition along with standard fees (do we need to define these fees?), may be eligible for reimbursement for credit course(s) taken by a retiree. Reimbursement for course/lab fees may be eligible for reimbursement up to a $200 maximum. The cost of books, and any charges for materials are the responsibility of the retiree and are not reimbursable. Retirees are responsible for complying with the College’s standard payment schedule. Reimbursement can only be made if the retiree’s account is paid in full for the requested semester. The retiree must receive a grade of C, S or greater for tuition reimbursement of course(s).

Reimbursement will not be considered if the retiree received duplicate or comparable support from another institution or agency, grant, scholarship, Veterans’ Education Benefit, or other financial aid that was awarded and paid on behalf of the student above the amount requested. Retirees who receive partial tuition assistance from an agency or institution may be eligible for a partial tuition reimbursement under this procedure. Loans and other financial obligations received from an institution or agency that must be repaid by the retiree at some future date will not affect eligibility for reimbursement.

Process:
Obtain and complete an “Aims College Retiree Tuition Grant” form from the Financial Aid Office. Details for processing this type of reimbursement are noted on the form. Requests for tuition reimbursement should be submitted by the end of the following semester (term) the course(s) was taken.

Aims Credit Course Repeat
Retirees may repeat credit course(s) at no charge provided they have already taken and paid for the course at least once and provided there is space available. Refer to the “Full-time Benefited Employee, A. Employee, Aims Credit and Non-credit Repeat Course Repeat” section for requirements associated with this benefit. NOTE: Non-credit course and non-credit course repeat do not apply to retirees.

Process:
Refer to “Process:” in “Full-time Benefited Employee, A. Employee, Aims Credit and Non-credit Repeat Course Repeat” section.
EMERITUS STATUS

The following benefits apply to employees who have been granted Emeritus Status according to College (Policy 4-503).

Aims Credit Course
Out-of-pocket tuition along with standard fees, may be eligible for reimbursement for credit course(s) taken by an emeriti. Reimbursement for course/lab fees may be eligible for reimbursement up to a $200 maximum. The cost of books, and any charges for materials are the responsibility of emeriti and are not reimbursable. Emeriti are responsible for complying with the College’s standard payment schedule. Reimbursement can only be made if the emeriti’s account is paid in full for the requested semester. Emeriti must receive a grade of C, S or greater for tuition reimbursement of course(s).

Reimbursement will not be considered if the emeriti received duplicate or comparable support from another institution or agency, grant, scholarship, Veterans’ Education Benefit, or other financial aid that was awarded and paid on behalf of the student above the amount requested. Emeriti who receive partial tuition assistance from an agency or institution may be eligible for a partial tuition reimbursement under this procedure. Loans and other financial obligations received from an institution or agency that must be repaid by the emeriti at some future date will not affect eligibility for reimbursement.

Process:
Obtain and complete an “Aims College Retiree Tuition Grant” form from the Financial Aid Office. Details for processing this type of reimbursement are noted on the form. Requests for tuition reimbursement should be submitted by the end of the following semester (term) the course(s) was taken.

Aims Credit Course Repeat
Emeriti may repeat credit course(s) at no charge provided they have already taken and paid for the course at least once and provided there is space available. Refer to the ‘Full-time Benefited Employee, A. Employee, Aims Credit and Non-credit Repeat Course Repeat” section for requirements associated with this benefit.

Process:
Refer to “Process:” in “Full-time Benefited Employee, A. Employee, Aims Credit and Non-credit Repeat Course Repeat” section.

Aims Non-credit Course
Non-credit classes may be taken by emeriti at no charge once enrollment requirements are met by paying enrollees. Emeriti are responsible for the cost of books and any charges for materials that are paid directly to the instructor.
Process:
Registration is handled by Continuing Education and, as such, emeriti are to contact Continuing Education Registration directly and identify themselves as an emeriti registering for Continuing Education class(es).

Forms:
• Benefited Employee and Dependent/Spouse Tuition Reimbursement Request
• Part-time Employee Tuition Reimbursement Request

APPROVED: Dr. Marsi Liddell
Aims Community College President
Date: September 2, 2009

Revised: June 30, 2011
      May 13, 2014
### Tuition Reimbursement Summary Chart

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<th>FT Benefited Employee’s Dependent/Spouse/Partner</th>
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<tbody>
<tr>
<td>1) $4,000/year (fall, spring, summer) maximum including reimbursement for dependents/spouses/domestic and/or civil union partners per FT employee</td>
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<tr>
<td>* 2) FT benefited employees are eligible to request reimbursement for course(s) they have started after their one year anniversary date of full-time employment.</td>
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<tr>
<td>3) Employee’s/dependent’s account must be paid in full for the requested semester</td>
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<tr>
<td>4) Employee/dependent must receive a grade of C, S or greater</td>
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<tr>
<th>Part-Time Non-Benefited Employee</th>
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<tbody>
<tr>
<td>1) maximum of 5 credit hours per semester (fall, spring, summer)</td>
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<tr>
<td>2) hired for and work a minimum of 20 hours within a 12 week period</td>
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<tr>
<td>3) Employee must receive a grade of C, S or greater</td>
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<tr>
<th>Retiree</th>
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<tr>
<td>1) have a minimum of 15 consecutive years of service and meet conditions of retirement as defined by PERA</td>
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<tr>
<td>2) $200/semester maximum for course/lab fees</td>
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<td>3) Retiree’s account must be paid in full for the requested semester</td>
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<td>4) Retiree must receive a grade of C, S or greater</td>
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<th>Emeritus</th>
<th>X</th>
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<tbody>
<tr>
<td>1) granted Emeritus Status according to College Policy 4-503</td>
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<td></td>
<td></td>
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<tr>
<td>2) $200/semester maximum for course/lab fees</td>
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<td>3) Emeriti’s account must be paid in full for the requested semester</td>
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<td>4) Emeriti must receive a grade of C, S or greater</td>
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