

# ASSOCIATE FACULTY EMPLOYMENT BENEFITS BARTON COUNTY COMMUNITY COLLEGE

## TUITION SCHOLARSHIPS

Barton County Community College offers tuition scholarships to associate faculty for credit courses. The scholarship covers the tuition portion of the charges for non-online classes. For Barton online classes (including BARTONline and Barton-offered EDUKAN classes), the scholarship covers the equivalent of the current charge for resident tuition for non-online classes. The applicant is responsible for the additional tuition charge for online classes and for all non-credit classes, student fees, special fees and book charges.

Associate faculty may receive a tuition scholarship for classes equivalent to the number of credit hours taught per semester by the faculty employee. (For example, if a three-hour class is taught, they will be able to use a tuition scholarship for a three-hour class; two three-hour classes taught would result in a tuition scholarship for six hours of class, etc.) The tuition scholarship must be used for the semester during which the associate faculty is teaching or within six months of completion of the class. The associate/part time faculty, their dependent children\*, or spouse may use this scholarship.

A tuition voucher is issued with the faculty member's employment form. Enrollment deadlines for the concurrent term in which you are earning credits will often occur prior to receipt of the actual voucher. In this case, the enrollee must inform the business office that a voucher will be forthcoming, and the enrollment will be considered finalized. However, upon receipt of the voucher, the enrollee must present it to the business office, or a bill for the amount credited will be generated.

When tuition scholarships are only partly used, or need to be used by more than one dependent, a copy of the original voucher will be made and kept in the business office, and the original will be returned to the employee, with the appropriate hour adjustments noted. The original must be submitted each time that the voucher is used.

**Note:** If the associate faculty member, their dependent children, or their spouse utilizes a tuition voucher:

- ♦ in advance of receipt of the actual voucher, or
- ♦ prior to knowing if the class they are teaching is a "go"

AND the class the associate faculty member is scheduled to teach does not meet minimum enrollment requirements and is canceled, then the enrollee will be responsible for the amount of tuition scholarship used.

\* Dependent children are those children claimed on the employee's most recently filed federal tax return.