

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section IV - Personnel

SUBJECT: TUITION DISCOUNTS

REVIEWER(S): Dean of Administrative and Financial Services*
Dean of Student Services and Enrollment Management

RELATED POLICIES TO CONSULT:

CCHS Policies: [Tuition \(Board Policies\)](#)
[Tuition and Fees \(Sec. III\)](#)

I. POLICY

The College will provide discounted tuition to *teammates (other than college work-study students)* and their immediate family when enrolling in courses offered by the college per the tuition and fees policy. For purposes of this policy, the immediate family is defined as spouse, *parent*, and biological or legally-adopted children of the *teammate*. The discount applies only to tuition and does not include fees, books, supplies, or additional charges of any kind.

II. PROCEDURE

- A. The *teammate* or family member *wanting* to take classes (hereafter called "the student") must follow normal application procedures, meet established deadlines, pay the standard application fee, be subject to normal selection criteria, and be governed by the same rules, policies, and procedures which apply to all other students. Similarly, the student is accorded the same rights and privileges as other students other than exceptions outlined in this policy/procedure. *CHS and college teammates must complete the teammate discount form available from student services or the business office.*
- B. For non-credit and general studies courses, *teammates* and immediate family may register for classes on a space-available basis. Full-pay applicants/registrants receive priority in class availability. In determining whether enrollment is adequate to justify a class section being offered, the student being charged discounted tuition will *not be counted*.
- C. All *teammates* except student workers are eligible. Discounted tuition is limited to one discount-qualified student per family, per semester. *Refer to the tuition and fees policy for a detailed table of discounts.*
- D. Should the *teammate* on whom the discount was based leave the employment of the college, regular (non-discounted) tuition charges will be applied effective with the beginning of the next term.
- E. The student may receive discounted tuition during a semester in which the *teammate* is not actively employed *as long as* the lapse in employment is routine and the *teammate* has indicated the intention to return (i.e., the child of a *teammate* who typically does not teach during summer semester may receive discounted tuition during summer as long as the *teammate* has expressed the intention of returning in the fall). If the *teammate* fails to return to work at the anticipated return date or an offer of employment is not made, the student immediately loses discount privileges for future semesters.
- F. All charging/tuition records provided to external agencies for purposes of tuition reimbursement, scholarship, verification, etc., will reflect the tuition discount provided.
- G. The Tuition Discounts policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____