

HIGHLAND COMMUNITY COLLEGE
GENERAL PERSONNEL POLICY

SUBJECT: Textbook and Fee Waivers

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BOARD OF TRUSTEE APPROVAL: 10/14/92

EFFECTIVE DATE: 10/14/92

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EFFECTIVE DATE: 11/17/2016

All full-time employees of Highland Community College and dependent members of their immediate family (dependents must qualify for federal income tax purposes in order to qualify for this program) who enroll in any credit course offered by Highland Community College, are eligible to apply for a textbook rental and fee waiver (form available on the HCC Intranet). Waivers must be requested and approved prior to enrollment so that the waiver can be applied. In no case shall waivers be accepted after the first week of classes.

Consumables such as workbooks are not eligible for this waiver.

Any employee or dependent receiving a scholarship shall have the scholarship applied first to their account. The book and fee waiver shall cover any remaining book and fee costs, if any.

The regular entrance requirements must be met and such students must conform to the scholastic standards of progress published by the College to remain eligible for fee waivers.

Employees taking classes during their scheduled work day must have the prior written approval of their supervisor and a plan to make up those hours. Application forms for this purpose are also available on the Intranet.