



CCA Tuition Remission Policy

Regular, benefit-eligible employees and their dependents (spouse, domestic partner, child) are allowed to take courses in the regular undergraduate academic programs free of charge, as well as in the CCA Extension program free of charge or at a reduced rate. *This policy does not extend to courses taken on a by-arrangement or on a special-tutoring basis, or both.*

Tuition remission is not available for any of the college's graduate programs or courses.

With the exception of employees who are affected by a reduction in CCA workforce, termination of employment at any point during the semester when an employee is receiving tuition remission forfeits the benefit as of the termination date. Any balance due to Student Accounts will be determined by proration. A hold will be placed on the student record until all remaining balances are paid in full.

REGULAR UNDERGRADUATE SEMESTER COURSES

CCA offers eligible employees undergraduate courses in the fall, spring, and summer on a tuition-free basis as follows:

Regular, full-time staff (working thirty-seven and one-half [37.5] hours per week) and full-time benefit-eligible faculty members are eligible to take twelve (12) units per year on a tuition-free basis. This is limited to six (6) units per semester.

Regular, part-time staff (working a minimum of twenty [20] hours per week), and part-time faculty members (with an annual contract teaching three [3] courses during the academic year) are eligible to take six (6) units per year on a tuition-free basis. This is limited to three (3) units per semester.

The eligible employee's spouse, domestic partner, or dependent child may take tuition-free courses on the same basis as the employee. Please note, however, tuition-free units are limited to twelve (12) units per family (including the employee) for full-time employees and six (6) units per family (including the employee) for part-time employees.

Trustees, spouses of trustees, and retired CCA faculty are eligible to take one (1) course per semester.

Employees must take courses that **do not conflict with their work schedule** unless other arrangements are made and approved, in advance, by their supervisor and the director of human resources.

The choice of courses is limited to those for which the employee has the appropriate prerequisite course(s) or experience. Employees or eligible dependents, or both, should be prepared to document relevant professional and educational experience, if appropriate.

NOTE: The value of tuition remission for undergraduate-level courses up to \$5,250 is tax exempt. Anything in excess of the \$5,250 limit must be reported as taxable compensation.

SPECIAL DEPENDENT BENEFIT

Dependents (spouse, domestic partner, or child) of full-time, benefit-eligible staff or faculty may be admitted as a regular full-time **undergraduate** student, 100-percent tuition free, provided they meet the following criteria:

- Staff or faculty must be employed as a benefit-eligible employee for five (5) years minimum
- Dependent must meet regular admissions standards to the college

For any academic year, the combination of tuition remission and CCA scholarship/grant cannot exceed the student's total cumulative tuition for that academic year.

CCA EXTENSION

Regular, full-time staff (37.5 hours per week) and full-time faculty are eligible to take up to seven (7) CCA Extension courses per year, not to exceed two (2) in the fall, two (2) in the spring, and three (3) in the summer.

Regular part-time staff (20 hours per week) and part-time faculty (3 courses per academic year) are eligible to take up to three (3) courses per year, limited to one (1) course in fall, spring, and summer.

At the start of registration, eligible employees may guarantee a space in a CCA Extension course by paying for the course minus a twenty (20) percent discount, which does not include the registration fee. Alternatively, employees may wait until the weekday before the start of the CCA Extension course to register on a space-available basis at 100 percent tuition remission. If multiple 100 percent tuition remission applicants seek the same course, enrollment is determined on a first-come, first-served basis.

One hundred percent tuition remission is only offered when empty seats are available in the requested CCA Extension course. Please note: It is up to the Office of Special Programs to determine whether space is available in any given CCA Extension course. On occasion a space may not be available until just before the second class meeting. In this circumstance, a staff or faculty member will not be notified of his or her ability to join the course until that time.

The eligible employee's spouse, domestic partner, or dependent children may also take tuition-free courses. Please note, however, tuition-free units are limited to seven (7) courses per family (including the employee) for full-time employees and three (3) courses per family (including the employee) for part-time employees.

Like regular undergraduate semester courses, CCA employees may only take CCA Extension courses that do not conflict with their work schedule unless other arrangements are made and approved in advance by their supervisor.

Please note tuition remission waives the tuition cost and registration fee only. Participants are responsible for paying materials and lab fees, if applicable. In the event one registers for a CCA Extension course

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that involves a special charge, participants are required to pay for this expense (e.g., the lunch for the Interior Designer's Forum and the "Behind the Scenes in Interior Design" one-day seminars).

Summer Study Abroad courses are ineligible for tuition remission.

Note: In addition to completing and submitting the tuition remission form, employees and their dependents must still register through the Office of Special Programs for all CCA Extension courses.

SUMMER YOUTH PROGRAMS:

PRE-COLLEGE PROGRAM

Regular staff working at least twenty (20) hours per week and faculty holding an annual contract to teach at least three (3) courses per year, may register their child(ren) for the college's Pre-College Program.

Two ways exist for benefits-eligible staff and faculty to receive a tuition benefit for their child(ren) to attend the Pre-College Program (open to young students who have completed the 10th, 11th, or 12th grade).

1. You may apply by the priority application deadline to be assured of your child's placement in the program and in the preferred studio and receive a 30 percent discount off the regular program fee.
2. You may wait until the Thursday before the start of the Pre-College Program (Monday) to see if room is available for your child in the program. (Note: You'll be charged only a \$300 fee to cover the cost of supplies that are otherwise included in the Pre-College tuition.) With this option no guarantee exists space will be available. Based on past summers, however, space is usually available, but studio options are extremely limited.

For multiple tuition remission applicants to the Pre-College Program, admission is determined on a first-come, first-served basis and preference is given to first-time enrollees.

SUMMER ATELIER / YOUNG ARTIST STUDIO PROGRAM

Tuition remission benefit-eligible employees may register one child in one Young Artist Studio Program (YASP) or Summer Atelier course per summer and receive a \$125-off-tuition discount. YASP is open to middle-school students who have completed the 6th, 7th, or 8th grade; Summer Atelier is open to high school students who have completed the 9th grade. The child must be enrolled through the regular application process.

For multiple tuition remission applications, admission is determined on a first-come, first-served basis and preference is given to first-time enrollees.

NOTE: *Neither CCA's Fashion Sustainability Workshop Series and Certificate Program nor the Leading by Design Fellows Program is eligible for tuition remission.*

TUITION REMISSION PROCEDURES

A. Regular semester undergraduate course (fall, spring, and summer)

To apply for tuition remission for a regular undergraduate semester course, first obtain a regular course registration form from the Students Records Office on either campus. You must also complete a tuition remission application form—available either through HR or by downloading the [Tuition Remission Policy](#) (PDF), which includes the application form.

Once you complete the course registration and tuition remission application forms, you'll need to obtain approval from your supervisor. Then return the completed application forms to HR. For fall and spring semester courses, HR staff will process tuition remission applications, and a copy is sent to the Student Records Office. For summer degree courses, HR forwards tuition remission forms to the Office of Special Programs that manages the CCA Extension program.

B. Special dependent benefit (undergraduate programs ONLY)

Once the dependent has met regular admissions standards, bring proof of acceptance to HR to obtain a tuition remission application, which is processed as above.

C. CCA Extension / Pre-College Program / Summer Atelier / Young Artist Studio Program

CCA Extension

To apply for tuition remission for a CCA Extension course, first download and complete the [CCA Extension registration form](#), then download and complete the tuition remission application form, which is included as part of the Tuition Remission Policy (PDF), listed above, and list the desired course(s). **Be sure to specify either 20 percent or 100 percent tuition remission.**

Once you have your supervisor's approval, return each form to HR, where staff will forward the information to the Office of Special Programs that manages the CCA Extension program. *Please note HR uses the date your forms were received, should it become necessary to prioritize course admissions on a first-come, first-served basis.*

Pre-College, Summer Atelier, Young Artist Studio Program

To apply for tuition remission for one of CCA's youth programs, complete a Tuition Remission form and the application form for the specific program that interests you. Submit the completed forms to HR (along with high school transcripts, if you are applying for Pre-College or Summer Atelier).

If you are applying for the Pre-College Program, be sure to indicate whether you are applying for 30-percent or 100-percent (\$300 supply fee) tuition remission. HR will forward the information to the Office of Special Programs.

Please note HR uses the date your forms were received should it become necessary to prioritize course admissions on a first-come, first-served basis.

See CCA Tuition Remission application next page...

CCA Tuition Remission Application

Complete this application form and return to the Human Resources Office for verification and eligibility confirmation. The form should be submitted **no later than one week prior** to the regular registration period. Individuals taking courses through tuition remission may enroll during the regular registration period. (*Note: The tuition remission benefit does **not** apply to courses taken by special arrangement or for special-tutoring needs, or both, and does **not** apply to any graduate courses at CCA.*)

Applicant's name _____ Date _____ Telephone _____

Applicant's address _____ City _____ Zip _____

Name of eligible CCA employee/affiliation (if different from applicant): _____

Staff Faculty Trustee Retired faculty Employee dependent/spouse

Applying for what semester: fall 20 _____ spring 20 _____ summer 20 _____ Other _____

Student status: New Continuing Student # _____ Date of birth _____

Indicate Eligibility

Staff (mark status at right): Full-time (37.5 hours/week) Part-time (20 hours/week or more)

Faculty (mark status at right): Full-time Part-time (3 lines/year on an annual contract)

Spouse or domestic partner of eligible employee Child of eligible employee

Trustee Spouse of trustee Emeritus faculty

Enrollment: CCA Extension _____ Regular academic _____

Course #	Date	Time	Course title	Units/course
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total:				_____

Are you taking additional units at CCA this semester beyond those for which you are receiving tuition remission? If yes, please list:

Course #	Date/time	Course title	Units per course
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: Full-time employees who wish to enroll in 12 or more undergraduate units concurrently must obtain the associate provost's signature of approval on the subsequent page.

Signature _____ Date _____

Employee's signature _____ Date _____

Supervisor's signature _____ Date _____

Human Resources Verification/Signature

Eligible for regular / CCA Extension # of _____ units / _____ courses

Reason for ineligibility:

Human Resources signature _____ Date _____

Forwarded to Student Records Office on: _____ Date forwarded to Office of Special Programs: _____

Business Office/Special Program Office initials _____ enrollment completed course full / student not enrolled