**ELIGIBILITY RULES**

**Reduced SWIC Tuition for Employees and Dependents**

1. **Basic Provision for Reduced SWIC Tuition**

Each employee and his/her legal spouse and children (natural born, adopted, or step children) under the age of 25 shall be eligible to enroll in all Community College District 522 credit courses at a reduced tuition rate as indicated in the table below. Any enrollment under this provision of the procedures shall only be available if there is sufficient enrollment in each such course section affected to prevent class cancellations for insufficient enrollment prior to any enrollment of the employee, spouse, or child covered by this provision.

1. **Eligibility Provisions by Employee Group**

Note: The eligibility is for courses which begin after the first day of eligibility. However, given the fact that the academic calendars vary from year to year, the actual date is not rigidly applied. Eligibility ends at time of termination or retirement unless otherwise stated.

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| --- | --- | --- | --- | --- |
| **Employee Group** | **Reduced Tuition Rate**  | **Employees** | **Dependents****(spouses or children under age 25 on first day of class)** | **Dependent****Coverage Ends** |
| 1. FT Admin/Prof/ Supervisory
 | 25% of current tuition rate(2) | 1st day of employment | Same date as employee | Continues if employee dies or becomes disabled IF employee worked 3 consecutive years  |
| 1. PT Admin/Prof/ Supervisory
 | 25% of current tuition rate(2) | 1st day of employment | Same date as employee |  |
| 1. FT Maintenance

(exp. June 2016) | 25% of current tuition rate(2)  | 1st day of employment | Same date as employee | Ends with employee’s termination |
| 1. FT Faculty

(exp. 2019) | 25% of current tuition rate(2) | 1st day of employment | Same date as employee | Continues if employee dies or becomes disabled IF employee worked 3 consecutive years  |
| 1. FT SWICEE

(exp. August 31, 2019) | 25% of current tuition rate(2) | 1st day of employment | Same date as employee | Continues if employee dies or becomes disabled |
|  |  |  |  |  |
| 1. PT SWICEE

(exp. August 31, 2019) | 25% of current tuition rate(2) | Beginning of the academic term immediately following the one-year anniversary date | Beginning of the academic term immediately following the two-year anniversary date | Continues if employee dies or becomes disabled  |
| 7. FT Custodial(exp. June 30, 2016) | 25% of current tuition rate(2) | 1st day of employment | Same date as employee | Continues if employee dies or becomes disabled  |
| 8. Extension Center Coordinators | 25% of current tuition rate(2) | Beginning of the academic term immediately following the one-year anniversary date | Beginning of the academic term immediately following the two-year anniversary date |  |
| 9. PT Non-Union Faculty(begins summer and fall 2016) | 25% of current tuition rate(2)Eligibility ends 6 months after voluntarytermination or immediately if terminated for cause | Beginning of the academic term immediately following the one-year anniversary date | Beginning of the academic term immediately following the two-year anniversary date |  |
| 10. FT Office & Technical(begins summer and fall 2016) | 25% of current tuition rate(2) | 1st day of employment | Same date as employee | Continues if employee dies or becomes disabled |
| 11. PT Physical Plant(exp. July 31, 2016) | Based upon salary: 5% - Less than $10,00010% - $10,000-$19,99915% - $20,000-$29,99920% - $30,000-$39,99925% - $40,000 or greater\*Charging $2/SCH at this time(1) | Beginning of the academic term immediately following the one-year anniversary date | Beginning of the academic term immediately following the two-year anniversary date | Continues if employee dies or becomes disabled |
| 12. All FT Public Safety staff that started employment after 10/1/2012(exp. Sept. 30, 2016) | Based upon salary:5% - Less than $10,00010% - $10,000-$19,99915% - $20,000-$29,99920% - $30,000-$39,99925% - $40,000 or greater\*Charging $2/SCH at this time(1) | 1st day of employment | Same date as employee | Continues if employee dies or becomes disabled |
| 13. All Part-time Public Safety that started employment after 10/1/2012(exp. Sept. 30, 2016) | Based upon salary: 5% - Less than $10,00010% - $10,000-$19,99915% - $20,000-$29,99920% - $30,000-$39,99925% - $40,000 or greater\*Charging $2/SCH at this time(1) | Beginning of the academic term immediately following the one-year anniversary date | Beginning of the academic term immediately following the two-year anniversary date | Continues if employee dies or becomes disabled |
| 14. All current Part-time Public Safety staff employed on or before 10/1/2012(exp. Sept. 30, 2016) | $10.00 per SCH until 9/30/2016\*Charging $2/SCH at this time(1) | Beginning of the academic term immediately following the one-year anniversary date | Beginning of the academic term immediately following the two-year anniversary date | Continues if employee dies or becomes disabled |
| 15. All current FT Public Safety staff that were employed on or before 10/1/2012(exp. Sept. 30, 2016) | $10.00 per SCH until 09/30/2016\*Charging $2/SCH at this time(1) | 1st day of employment | Same date as employee | Continues if employee dies or becomes disabled |
| 16. Adjunct Union Faculty(begins Academic Year 2016/2017; exp. 2020) |  25% of current tuition (2)Eligibility ends 6 months after voluntarytermination or immediately if terminated for cause | Beginning of the academic term immediately following the one-year anniversary date | Beginning of the academic term immediately following the two-year anniversary date |  |
| 17. Dual Credit Instructors | $2 per SCH(1) | 1st day of employment | Same date as employee |  |
| 18. All other part-time non-union employees excluding temporary and seasonal employees(begins summer and fall 2016) | 25% of current(2) tuition  | Beginning of the academic term immediately following the one-year anniversary date | Beginning of the academic term immediately following the two-year anniversary date |  |

*Number listed in parenthesis after the Reduced Tuition Rate is used to code rate in the Business Office.*

1. **Class Enrollment**

There is no maximum limit on the number of credit classes either the employee or the dependent can take under this benefit provision but registration is limited by the College Catalog.  The HR Office has historically administered the eligibility provisions while Instruction has monitored the “sufficient enrollment” provision.

1. **Anniversary Date for Adjunct and PT Faculty**

The anniversary date for adjunct and part-time faculty occurs yearly after their original date of hire in either status.  An adjunct faculty member who fails to maintain membership in the collective bargaining unit, other than by termination for cause, but remains employed as a part-time faculty member shall not lose his benefits under this program. The most recent date of hire shall be maintained.  An adjunct faculty member that does not remain employed as a part-time faculty member shall maintain his benefits under this program for no more than six months after termination by the appropriate vice president (designee).  A part-time faculty member shall maintain his benefits under this program for no more than six months after termination by the appropriate vice president (designee).