

TUITION FREE DELAWARE TECH COURSES FOR EMPLOYEES APPLICATION FORM

In any one semester, full-time and part-time (regular or temporary) employees (**see criteria on back**) may enroll in and attend, tuition free, catalog/credit courses offered by the College. Only regular, full-time and temporary, full-time contracted for nine months or more employees may enroll in more than one course, of which one course may be taken during working hours. Excused time for attending and traveling to and from a course taken during regular working hours shall not exceed six (6) hours during each week. Regular part-time employees may enroll in and attend Delaware Tech credit courses each academic term but must attend such courses outside of their regular working hours. **Special interest and other non-credit courses are not included in tuition-free offerings. NOTE: Fees may be charged for some courses.**

Employee's Name _____ Student ID: _____ Employee ID: _____

Campus _____ Phone# _____

Position _____ Department _____

Employee Status: **Full-Time:** []Regular []Temporary > or = 9 months []Temporary <9 months

Part-Time: []Regular []Temporary

Title of Course _____ Course # _____ Term _____ # Cr. Hrs. _____

Campus _____ Meeting Time: Day(s) _____ Hour(s) _____

Is course during normal working hours? [] Yes [] No

COMPLETE THIS SECTION IF YOU ARE REGULAR, FULL-TIME TAKING COURSES DURING WORKING HOURS OR PART-TIME OR TEMPORARY FULL-TIME. Describe how this course (or degree program for regular, full-time employees taking courses during working hours) will improve your work contribution to the College. _____

I certify that the information given herein is true and complete and complies with College policy. I agree to notify my supervisor of any changes in the circumstances described in this request.

Employee's Signature _____ Date

I have reviewed and certify that this request complies with College policy.

Director of Human Resources' Signature _____ Date

The following approvals are required for employees who are temporary full-time and/or part-time, or who are regular, full-time and attending courses during normal working hours.

APPROVALS:

Employee's Supervisor _____ Date

Dean, Director, or Manager _____ Date

Vice President and Campus Director/President _____ Date

Regular, Full-time (and Temporary, Full-time for Nine Months or More)

Regular, full-time employees may enroll in and attend Delaware Tech catalog courses during each academic term, including one course during working hours which must have the prior approval of (a) the immediate supervisor, (b) the appropriate dean, director, or manager, and (c) the Vice President and Campus Director (President for Office of the President). In the opinion of the foregoing College officials, any course taken during working hours must be of such a nature as to improve the employee's work contribution to the College, or count toward a degree which will improve the employee's work contribution to the College. Excused time for attending and traveling to and from the location at which a course taken during regular working hours is offered shall not exceed six (6) hours during each week the employee attends the course. However, during summer sessions, excused time for attending Educational Technology Certificate courses may exceed six (6) hours.

Regular, Part-Time Employees

Regular part-time employees may enroll in and attend Delaware Tech credit courses each academic term but must attend such courses outside of their working hours and must follow the approval process as outlined for regular, full-time employees.

Temporary Part-time or Temporary, Full-time for Less Than Nine Months

A Vice President and Campus Director may authorize any temporary part-time employee or temporary full-time employee (contracted for less than nine months) to take one Delaware Tech catalog course per academic term if the Vice President and Campus Director determines, after recommendation from the employee's supervisor, that the course is needed to either improve or upgrade the skills the employee needs to more effectively perform in his/her current position with the College. The employee would be required to attend the course during hours other than his/her regular working hours.