



Administrative Procedure	7.4.7
Procedure Title	Tuition Scholarship
Related Policy	Policy Governance Chapter II Section C Treatment of Staff
Correlated Procedures	Educational/Wellness Release Time Classified Staff Compensation Professional Staff Compensation
Adopted Date Modification Dates	5/6/86 7/1/97; 9/2/03

CWC encourages employees and their dependents to take advantage of the course offerings at the College and offers a scholarship as a benefit for those enrolling in a class as outlined in procedure.

- 7.2.15.1 Full-time, benefited employees, defined as those working 40 hours per week during their employment period, are eligible to receive a 100% tuition and general fees scholarship for up to three (3) credits per semester.
- 7.2.15.2 Less than full-time, benefited employees are eligible to receive a 50% tuition and general fees scholarship for up to three (3) credits per semester.
- 7.2.15.3 See procedure 7.99 for the definition of a benefited employee.
- 7.2.15.4 Tuition and general fees scholarships will be for credit courses only. Forms are available from the Financial Aid Office and the Human Resources Office. Special course fees are NOT included in this waiver and are the responsibility of the applicant.
- 7.2.15.5 Dependents of full-time, benefited employees are eligible to receive 50% tuition and general fees scholarship on courses taken at the college. Proof of dependency for dependent, unmarried children over age 23, must be provided (IRS tax statement). If the information is not available at the time of registration, full tuition and general fees will be charged. A refund would then be made once the proof is provided.
- 7.2.15.6 The University of Wyoming offers CWC full-time (40 hour per week) employees a full tuition and general fees waiver up to 3 credits per semester. Less than full-time employees receive a reduced tuition waiver. Forms are available from the Human Resources Office or the Vice President's Office.