SUMMER 2013, ACADEMIC YEAR 2013-14, & SUMMER 2014
PVC ENROLLMENT FEE WAIVER PROGARM

Palo Verde Community College District
and
PVC Managers/Confidential Employees & Administrators

The College shall provide an ENROLLMENT FEE WAIVER PROGRAM (adapted from the Spring 2013 Enrollment Fee Waiver Pilot Program) for Summer School 2013, Fall and Spring 2013-14, and Summer School 2014, for PVC Managers/Confidential Employees & Administrator participation per the conditions listed as follows:

General Overview: The PVC Enrollment Fee Waiver Program for Summer School 2013, Fall and Spring 2013-14, and Summer School 2014, affords permanent Managers/Confidential Employees & Administrators and eligible dependent family members to enroll in credit classes at Palo Verde College with the College deferring the costs of the enrollment fees. This is a standard professional development benefit offered at many community colleges whereby the College pays the enrollments fees of the employee and dependent family members contingent upon satisfactory course completion ("C" or better), enhancing the education of the employee and family base, while supporting enrollment and FTES generation.

Purpose / Justification:

1. As an institution of higher education, to promote higher education among Managers/Confidential Employees & Administrator and their immediate eligible dependent family members.
2. To facilitate access to higher education, eliminating enrollment fees as a barrier.
3. To enhance enrollment/FTES generation capabilities as a budget stabilization effort.

Eligibility:

1. Be a permanent Manager/Confidential Employee or Administrator
2. Be a spouse or recognized domestic partner
3. Be a IRS-defined legal dependent
    a. Legally dependent child (18 - 25 years of age) or if in High School, be a Junior or Senior and meet the qualifications per Education Code which involves minimum academic GPA at the High School, High School authorization to attend, and submittal of appropriate college forms (in Admissions)

To participate, eligible Managers/Confidential Employees & Administrators and/or their immediate dependent family members as defined shall:

1. Submit the PVC application through CC Apply (via the web).

2. Electronically enroll during the enrollment period via the web (students are able to enroll and a fee receipt will be generated but no fee payments are made at this time) in open classes, or, if a class is closed, follow the process for adding a closed class. Enrollment for short-term classes offered throughout the semester is also available.

3. Bring the Fee Receipt to the Business Office and complete **the Employee Enrollment FEE Waiver Form** so as not be charged or to prevent a due-bill from being created on the student record. EXEMPT FEES: All other fees including the ASB Fee, and all fees associated with textbooks and class materials.

4. Course Completion: The waiver is available as long as the participant <u>COMPLETES THE CLASS</u> WITH A GRADE OF "C" OR BETTER.

5. DROPS: The participant <u>does NOT receive the waiver</u>, AND OWES THE ENROLLMENT FEE, <u>if the course is dropped</u> after the published "Drop Date" for each semester. For DROPs occurring after the

Drop Date, the Superintendent/President may waive the fee for written justified extenuating circumstances excluding but not limited to:

a. Enrolled in too many classes
b. Not being able to keep up with the work
c. Inconvenience
d. Too much homework
e. Interferes with life
f. Change of mind
g. Does not like the class/teacher

6. Managers/Confidential Employees & Administrators may, with the approval of their supervisor, enroll during the regular work day up to a maximum of 6 hours per week, as long as the work hours are adjusted within the work-week the time is taken to make of for the time used for class attendance.

7. At the end of each semester or session, a report will be completed which will include, but is not limited to:
    a. Results of a survey of participants regarding their participation in this pilot program
    b. Number of employees enrolled
        i. Number of units taken
        ii. Number of units completed
        iii. Number of FTES generated
    c. Number of family members enrolled
        i. Number of units taken
        ii. Number of units completed
        iii. Number of FTES generate
    d. Cost to the District
    e. Continuation

8. Minor administrative/operational changes may be made to this pilot program without delaying implementation or Board approval.