Enrollment Fee Waiver Program

This program affords permanent full and part-time employees, Board of Trustee (BOT) members, and eligible dependent family members (spouse, domestic partners as IRS defined, and dependents as IRS defined) to enroll in credit classes at Palo Verde College with the College deferring the costs of the enrollment fees.

A. Eligibility for the Enrollment Fee Waiver Program will be limited to:

1. Permanent full-time or part-time employees and BOT members; and
2. A spouse or recognized domestic partner of a full-time or part-time employee or BOT member; and/or
3. IRS-defined legal dependents of full-time or part-time employees or BOT members as follows: Legally dependent child (18 - 25 years of age) or if in High School, a Junior or Senior and meeting the qualifications as per Education Code involving minimum academic GPA at the High School, High School authorization to attend, and submittal of appropriate college forms (available in Admissions).

B. To participate, employees or BOT members or their immediate dependent family members (as defined above) shall:

1. Submit the Palo Verde College application through "CCC 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;
4. <u>EXEMPT FEES</u>: All other fees including the ASB Fee, and all fees associated with textbooks and class materials are exempt from the benefits provided under this section and remain payable.

C. The Enrollment Fee Waiver provided for under this section is provided if the eligible participant <u>COMPLETES THE CLASS WITH A GRADE OF "C" OR BETTER</u>. Failure to meet the grade minimum results in the eligible participant being fully responsible for the enrollment fees incurred for each class in which a "C" grade or better was not attained for that semester. Failure to pay the fees results in the inability to participate in the program until the debt is paid.

D. The participant shall NOT receive the waiver, AND SHALL OWE THE FULL ENROLLMENT FEE, if the course is dropped after the published "Drop Date" for each semester. For "drop's" occurring after the "Drop Date", the Superintendent/President may waive the fee for written justified extenuating circumstances excluding but not limited to:

1. Enrollment in too many classes
2. Participant unable to keep up with the work
3. Inconvenience
4. Too much homework
5. Interferes with life
6. Change of mind
7. Does not like the class/teacher

Failure to complete the class results in the participant being fully responsible for the enrollment fees incurred for each class in which a drop occurred. Failure to pay the fees results in the inability to participate in the program until the debt is paid.

E. An employee 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 up for the time used for class attendance.