

HRC Memorandum No. 2 s. 2018

March 2, 2018

To: Michael Muller
Vice President , Faculty and Staff Senate



From: Emmanuela P. Garcia,
Chair, Human Resources Committee

Subject: AP 6027 Tuition Waiver

HR representative members of the HRC raised the issue that required dependent eligibility forms (Appendix H) were submitted quite late – after the term when the dependent registered and some even years after. The dependents of employees are given 50% tuition waiver by the college and it is the responsibility of employees to submit requirements on time. HRC recommends that these requirements should be submitted after add and drop or the end of the registration period.

This should be reflected in Figure 2.2 step 1 page 3 of AP 6027.