



GUAM COMMUNITY COLLEGE

Tuition Benefit Program for Employees' Spouse and Dependents

This Tuition Benefit Program waives tuition costs for courses at Guam Community College for employees' spouses and dependents. This is not a reimbursement or remission program. Tuition is simply waived. The Tuition Benefit Program is open to permanent, full-time employees who have been employed by the College continuously for at least seven years (only permanent, full-time years are counted). Spouses are recognized as partners from civil marriages. Dependents are recognized as biological or adopted children under employees' care, who are under the age of 23 and are not married. ***All employees are encouraged to apply for Financial Aid and scholarships as part of this program.***

Rules/Procedures

1. The Program will waive up to 12 credits per fall or spring semester and up to 6 credits per summer semester per family.
2. Spouses/dependents must be declared students in a program of study. Tuition will be waived only for those courses in the program of study.
3. The Program covers tuition only. The program does not cover non-credit courses; course, lab or other school-specific fees; textbooks; or tuition charged for auditing courses.
4. The employee must turn in the schedule of their spouse/dependent within two weeks of start of the semester (exception is the initial startup of the program).
5. Tuition applies only for the first attempt at a course (not for any re-taking of courses).
6. Employees must sign the Tuition Benefit Program payback policy. (A new payback policy for the Tuition Benefit Program will be issued as an Administrative Directive.)
7. Minimum grade point average of 2.5 to continue in program. Proof of satisfactory completion of courses must be provided in order to be eligible for future assistance.
8. Employee must reimburse the tuition waived for any courses that spouses/dependents fail or **withdraw from after the add/drop period**. Reimbursement for tuition shall be payroll deducted from the employee's paycheck starting the period after withdrawal or failure, for no more than a four month period.
9. Spouses/dependents must turn in their official transcripts to the Human Resources Office not more than two weeks after final grades are posted.
10. Application form (attached) must be submitted at least 30 days prior to the first day of classes (exception is the initial startup of the program).

Fill in the attached application and provide supporting documents as needed.

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APPLICATION FORM

(Submit application and all supporting documents to Human Resources Office at least 30 days prior to the start of the semester)

Employee Name: _____

Job Title: _____

Division/Department: _____

Contact Info: _____

Work

Email

Semester/Year Applying for:

☐ Fall _____

☐ Spring _____

☐ Summer _____

Student Name: _____

(First)

(M.I.)

(Last)

Student ID: _____

Declared Program: _____

☐ Spouse (submit marriage certificate)

☐ Child (submit birth certificate or adoption certificate)

Employee's Signature

Date

Certification by Human Resources Office

The above employee has met all requirements for the Tuition Benefit Program and has submitted all necessary documents.

Human Resources (Print Name and Sign)

Date

☐ Schedule submitted to HR within two weeks after the add/drop period ends.

☐ Official transcripts submitted within two weeks after the last day of classes.

☐ HR submitted documents to Business Office for processing.

Human Resources (Print Name and Sign)

Date


GUAM COMMUNITY COLLEGE

Office of the President

735-5700/5638

ADMINISTRATIVE DIRECTIVE NO: 2012-01

TO: Faculty, Staff & Administrators

FROM: President 

SUBJECT: PAYBACK PROVISIONS FOR TUITION BENEFIT PROGRAM FOR
EMPLOYEES' SPOUSE AND DEPENDENTS

Participation in the Tuition Benefit Program for Employees' Spouse and Dependents requires the employee to continue full-time employment with the Guam Community College. Should the employee separate from the Guam Community College before working the equivalent of **12-months**, the following shall apply:

100% of all tuition waived shall be paid back by the employee.

For example: Spouse or dependent enrolls for Fall 2012 semester and was given a 12 credit tuition waiver that amounted to \$1,560.00 (12 credits x \$130.00 per credit). Fall 2012 semester ends on Dec. 6, 2012. Employee must work continuously from Dec. 7, 2012 to Dec. 6, 2013. If employee separates prior to Dec. 6, 2013, the employee must pay back the college \$1,560.00. Employee service for faculty includes the school breaks (i.e. Fall, Spring, Summer equates to 12 months).

Employee must reimburse the tuition waived for any courses that the spouses or dependents fail or withdraw from after the add/drop period. Reimbursement for tuition shall be payroll deducted from the employee's paycheck starting the period after withdrawal or failure, for no more than four month period.

This payback provision allows the Guam Community College to recover all money for the Tuition Benefit Program for Employee's Spouses and Dependents from the employee who fails to fulfill the benefit obligations.

This document serves as a binding agreement between _____ and
Guam Community College, as acknowledged and agreed upon by the signatures below.

Print and Signature of Faculty, Staff or Administrator

Date

Print and Signature of HR Representative

Date

Mary A.Y. Okada, Ed.D.
President

Date