



GUAM COMMUNITY COLLEGE

Tuition Program Benefit for Employees' Spouse and Dependents

This Tuition Benefit Program pays tuition costs for courses at Guam Community College for employees' spouses and dependents. This is not a reimbursement or remission program. Tuition is simply exempted. 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). Eligibility begins at the start of the next full term after the eligibility date. Spouses are recognized as partners from civil marriages. Dependents are recognized as biological or adopted children under employees' care.

Rules/Procedures

1. The Program will pay up to 12 credits per semester per family.
2. 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.
3. 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).
4. Tuition applies only for the first attempt at a course (not for any re-taking of courses).
5. Employees must sign payback policy.
6. 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.
7. Employee must payback any courses that spouses/dependents fail or **withdraw from after the add/drop period**.
8. Transcripts must be turned in not more than two weeks after final grades are posted.
9. Application form (attached) must be submitted before the first day of classes (exception is the initial startup of the program).

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