

EMPLOYEES TAKING COLLEGE OF THE SEQUOIAS COURSES

District employees requesting their enrollment fees be waived for enrolling and taking a District course, must:

1. Complete a “Staff Fee Waiver Program” form (see attached).
(Additionally, this form can be located on the COS Human Resources webpage).
2. If the course the employee wishes to take is offered during his/her normal work hours, the employee must submit the form to his/her immediate supervisor for approval and signature.
3. If the course the employee wishes to take is not during his/her work hours, he/she does not need supervisor approval.
4. Once completely filled out, the employee must submit the “Staff Fee Waiver Program” form to the Office of Human Resources for processing.
5. The deadline for submitting the “staff fee waiver program” form to the Office of Human Resources is one month after the start of the course. “Staff fee waiver program” forms submitted after this date will not be processed.
6. If the course is successfully completed, enrollment fees will be waived or reimbursed to the employee if the employee paid enrollment fees prior to submitting the “Staff Fee Waiver Program” form. If the course is not successfully completed, the employee will be required to reimburse the District.

Adopted: April 11, 2011

Revised: November 7, 2019



STAFF FEE WAIVER PROGRAM

This form is to be completed whenever an employee requests that fees be waived or reimbursed for taking COS classes, whether the class is work related or not. Materials and non-resident fees will not be paid. Part-time COS employees may only take one course or up to 3 units per semester – whichever is greater. Full-time COS employees may take up to 12 units per semester. Complete one form per class. This form must be completed and turned into the Office of Human Resources within one month from the start of the course.

Name: _____

Date: _____

Banner ID: _____

Full-Time Employee

Part-Time Employee

Course Number: _____

Day/Time: _____

Fall Spring Summer

Work Related? Yes No

If work related (i.e., must relate to the essential functions of the job as outlined in the position description) and you are requesting release time from work, indicate the range of time (e.g., 10:00 a.m. - 11:00 a.m.) and the total amount of time (e.g., one hour), including time to travel to and from class. If a portion of the class time will be covered by your lunch hour, please note that.

Note: Only courses employees successfully completed will receive a waiver or reimbursement of fees—a “W,” “D,” “F” or “NC” will not have the fees waived and the employee will be responsible for all costs.

Employee Signature: _____

Date: _____

Supervisor Signature: _____
(if requesting release time)

Date: _____

Supervisor Approval for release time from work: Yes No Does not apply

Office Use Only

Fee waiver processed

Employee did not successfully complete the course and will be billed

____ Processor's initials