

COURSE TUITION BENEFITS
(Employees and Board Members)

Moore Norman Technology Center ("MNTC") encourages its employees, board members, and adjunct instructors ("Personnel"), to enroll in courses for the purposes of improving skills and increasing knowledge through its course offerings. In an effort to facilitate such strategy, MNTC provides varying levels of tuition discounts for such Personnel. Subject to the following sentence, the enrollee must purchase books, study materials, and supplies required for the class, workshop, or seminar. If a full-time employee is attending a course at the request of the Superintendent, Deputy Superintendent/Director, or the enrollee's supervisor in furtherance of the enrollee's development, then in addition to the payment of tuition, MNTC shall pay for that enrollee's books, study materials and supplies determined by MNTC, in its discretion, to be appropriate for the course.

The following categories of Personnel are eligible to take **short-term** open-enrollment classes offered by MNTC tuition free or one-half the normal tuition cost.

- Full-time Employees/Current Board Members

No tuition will be charged to this category of individuals provided the class does not fill to capacity. If (a) the class fills to capacity when the number of enrolled students includes such full time employees and board members, and (b) non-employees and persons who are not board members are excluded from enrollment due to the constraints of capacity, then the enrolled full time employees and board members shall be given the option of (i) paying the full tuition, or (ii) being withdrawn as students (with those who enrolled last being withdrawn first), so as to enable the non-employees and non-board members to enroll in the course and pay the full tuition. Class times for courses other than approved professional development must be outside of employee's current work schedule.

- Regular Part-time Employees

One-half tuition will be charged this category of employees after one year of employment and a minimum of 500 hours worked ("PTE"). If (a) the class fills to capacity when the number of enrolled students includes such PTEs, and (b) persons who are not PTEs are excluded from enrollment due to the constraints of capacity, then the enrolled PTEs shall be given the option of (i) paying the full tuition, or (ii) being withdrawn as students (with those who enrolled last being withdrawn first), so as to enable the persons who are not PTEs to enroll in the course and pay the full tuition. PTEs must complete a "Course Tuition Benefits Intent to Enroll" form in the Human Resources Department prior to enrolling. Class times for courses other than approved professional development must be outside of employee's current work schedule.

- **Adjunct Instructors**

One-half tuition will be charged this category of employees after one year of employment and a minimum of 500 hours worked ("Adjuncts"). If (a) the class fills to capacity when the number of enrolled students includes such Adjuncts, and (b) persons who are not Adjuncts are excluded from enrollment due to the constraints of capacity, then the enrolled Adjuncts shall be given the option of (i) paying the full tuition, or (ii) being withdrawn as students (with those who enrolled last being withdrawn first), so as to enable the persons who are not Adjuncts to enroll in the course and pay the full tuition. Adjuncts must complete a "Course Tuition Benefits Intent to Enroll" form in the Human Resources Department prior to enrolling. Class times for courses other than approved professional development must be outside of employee's current work schedule.