



BOARD OF EDUCATION POLICY

COURSE TUITION BENEFITS (EMPLOYEES & 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. To facilitate such a 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, Administration, 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 **long-term career programs** or **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. Employees will go through the admittance process, and if selected to attend, they will only be charged for books, study materials, and supplies. Class times for courses other than approved professional development must be outside of the employee's current work schedule.

- Regular Part-time Employees

Temporary employees who are hired for specific timeframes will not be eligible. If an employee is hired for the entire fiscal year and works on a consistent basis, they will be classified as Regular Part-Time.

No tuition will be charged for regular part-time employees who are contracted for a minimum of 500 hours for the entire fiscal year. Employees will go through the admittance process, and if selected to attend, they will only be charged for books, study materials, and supplies.

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 to this category of employees after one year of employment and a minimum of 500 hours worked ("Adjuncts").

If the class fills to capacity and the number of enrolled students includes such Adjuncts, and 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 either paying the full tuition or being withdrawn as students (with those who enrolled last being withdrawn first), to enable the persons who are not Adjuncts to enroll in the course and pay the full tuition.

Employees will go through the admittance process, and if selected to attend, they will only be charged for books, study materials, and supplies.

Eligible enrollees who are to receive a discount in tuition must be verified.

Class times for courses other than approved professional development must be outside of the employee's current work schedule.