

**Southside Virginia Community College
Request for Continuous Learning Tuition Waiver**

Full time employees, adjuncts, and wage* employees who work at least 20 hours per week are eligible for continuous learning tuition assistance. Courses included in this program must be offered by SVCC. Eligible employees may take up to 6 credits a semester. Full-time employees can take one 3 credit class during working hours provided it is part of a degree requirement or job-related and has been approved in advance by their supervisor and the provost. A passing grade is not required for the tuition waiver but the employee is expected to attend the classes. In the case of a class which might be filled, paying students will take priority over those who have registered with a tuition waiver. Employees cannot pre-register or register on line for these classes.

* Wage employees whose primary status is as a student are not eligible.

Employee Name _____ Emplid#: _____ Please check employee type :
Full time Wage Adjunct

Requested Course(s)

Term	Course Name	Course #	Class#	Course During Work Hours? Y/N

If class hours are during work time supervisor and provost approval must be obtained prior to submission to Human Resources. In order for class hours to be counted towards work time, the course must be part of a degree requirement or job-related as determined by the supervisor. If a class is not allowed to be counted towards work time, an employee may take leave time to take the class with approval of their supervisor and the provost.

I request to take the following course during work hours:

Course	Days	Hours
		From: To:

Employee Signature/Date: _____

APPROVALS

Supervisor
Course hours to be counted as work hours:
Approved Disapproved

Provost
Approved Disapproved

Course hours to be charged to leave:
Approved Disapproved

Approved Disapproved

Supervisor Signature/Date

Provost Signature/Date

Upon completion, send this form to Human Resources for verification of employment.

Employment status verified and submitted to business office.

Human Resources Signature/Date