



**Tuition Free Delaware Tech Courses for Employees Application Form**

Full-time and part-time (regular or temporary) employees (**see criteria on page 2**) may enroll in and attend tuition free credit courses offered by the College. Regular full-time and temporary full-time employees contracted for greater than nine months may take one course during working hours, subject to approval. Excused time for attending and traveling to and from a course taken during regular working hours shall not exceed six (6) hours during each week.

Regular part-time employees may enroll in and attend Delaware Tech credit courses each academic term but must attend such courses outside of their regular working hours. Temporary full-time employees contracted for less than nine months and temporary part-time employees may enroll in their choice of Delaware Tech credit courses but must attend outside of their regular working hours. **Special interest and other non-credit courses are not included in tuition-free offerings.**

**NOTE: Fees may be charged for some courses and are the responsibility of the employee.**

Employee's Name		Student ID	Employee ID		
Campus	Ext.	Position	Department		
Employee Status		Title of Course			
Term	# Cr. Hrs.	Campus	Meeting Time: Day(s)	Hour(s)	
Course#	Is this course during normal working hours?				
<p><b>COMPLETE THIS SECTION IF YOU ARE REGULAR FULL-TIME OR TFT&gt;9 MONTHS TAKING COURSES DURING NORMAL WORKING HOURS.</b> Describe how this course will improve your work contribution to the College.</p>   <p>I certify that the information given herein is true and complete and complies with College policy. I agree to notify my supervisor of any changes in the circumstances described in this request.</p>					
Employee's Signature			Date		
I have reviewed and certify that this request complies with College policy.					
Human Resources' Signature			Date		

**The following approvals are required for employees who are regular full-time and temporary full-time contracted for more than nine months and attending courses during normal working hours.**

Supervisor's Signature	Date	Dean's/Director's/Manager's Signature	Date
Vice President and Campus Director's/President's for OOP Signature		Date	

**Regular Full-Time and Temporary Full-Time > Nine Months Employees**

Regular full-time employees and temporary full-time greater than nine months employees may enroll in and attend Delaware Tech catalog courses during each academic term, including one course during working hours which must have the prior approval of (a) the immediate supervisor, (b) the appropriate dean, director, or manager, and (c) the Vice President and Campus Director (President for Office of the President). In the opinion of the foregoing College officials, any course taken during working hours must be of such a nature as to improve the employee's work contribution to the College or count toward a degree which will improve the employee's work contribution to the College. Excused time for attending and traveling to and from the location at which a course taken during regular working hours is offered shall not exceed six (6) hours during each week the employee attends the course. However, during summer sessions, excused time for attending IDT Certificate courses may exceed six (6) hours.

**Regular Part-Time, Temporary Part-Time, or Temporary Full-Time <9 Months Employees**

Employees may enroll in and attend Delaware Tech credit courses each academic term but must attend such courses outside of their working hours.