

TUITION FREE DELAWARE TECH COURSES FOR EMPLOYEES APPLICATION FORM

Full-time and part-time (regular or temporary) employees (**see criteria on back**) 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 _____	Phone# _____	
Position _____	Department _____	
Employee Status:	Full-Time: Regular	Temporary > or = 9 months
	Part-Time: Regular	Temporary < 9 months
Title of Course _____	Course # _____	Term _____ # Cr. Hrs. _____
Campus _____	Meeting Time: Day(s) _____	Hour(s) _____
Is course during normal working hours?	Yes	No
<p><u>COMPLETE THIS SECTION IF YOU ARE REGULAR FULL-TIME or TFT > 9 MONTHS TAKING COURSES DURING WORKING HOURS.</u> Describe how this course (or degree program for regular, full-time employees taking courses during working hours) 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	
<p>I have reviewed and certify that this request complies with College policy.</p>		
_____ Director of 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.

APPROVALS:	
_____ Employee's Supervisor	_____ Date
_____ Dean, Director, or Manager	_____ Date
_____ Vice President and Campus Director/President	_____ Date

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

Regular full-time employees and temporary full-time for nine months or more 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.