

**KCC Employee Tuition Waiver Addendum**

Employee: \_\_\_\_\_

Campus	Course	Credit Hours	Days/Times Class(es) Meet

- Approved
- Disapproved
- Not applicable (Course(s) do not fall within employee’s normal work hours)

\_\_\_\_\_  
 Supervisor’s Name, Title (print or type)      Supervisor’s Signature      Date

In accordance with CCCM #7100 (Revised February 2002), Tuition Waiver Policy for Community College Employees, employees who take advantage of the employees tuition waiver program must ensure that their normal University duties are carried out as usual. If the course(s) to be taken is/are scheduled during the employee’s workday, the employee must obtain his/her supervisor’s approval to take the class. Employees may be required to file for vacation time or make up the time for work time missed.