



Policy Source: Combination of TCSG and Gwinnett Tech	Owner: Director, Student Accounts	Effective: 1/2002
Division: Administrative Services	Reviewed: 6/05, 2/2010, 02/2016, 5/2019, 3/2024 Revised: 5/2019	

### 4.9.3 GT TCSG Tuition Policy for Employees

The business office follows the Technical College System of Georgia (TCSG) 4.9.3 – Tuition Remission and Reimbursement for Approved Staff Development policy, which can be found in the Human Resources section of the State Board Policies and TCSG Procedures Manual. The link is as follows: <https://tcsq.edu/tcsqpolicy/files/4.9.3.pdf>.

Additional guidance and policy specifically related to Gwinnett Tech is as follows:

The following policy has been established to provide all employees of Gwinnett Tech the opportunity of life-long learning. Listed below are *guidelines* for allowing employees to take any class offered by Gwinnett Tech.

#### Work Related – Professional Enhancement

1. **(Credit)** If the employee is officially admitted to a job-related program of study, he/she will be allowed to register on the dates established by the registrar’s office.
2. Employees should refer to and complete the Faculty Staff Tuition and Fee Waiver form found in the Business Office shared folder.
3. **(Non-Credit)** If the employee’s supervisor has requested he/she take a Continuing Education class related to his/her job, the employee may register anytime.
4. Tuition and fees for classes will be waived and will be considered as Professional Enhancement. All other costs, such as books, supplies or equipment are a separate cost and must be paid by the employee.
5. Employees *must seek approval* from their immediate supervisor to take work-related classes during normal working hours.

#### Non-Work Related Classes – Personal Enrichment

1. Employees may take *non-work related credit and non-credit classes during non-work times at their own expense*. If the class is not work related, but is only offered during the employees’ normal work schedule, the employee should seek approval from his/her supervisor to make-up the time, or take personal leave.