

# 7.3 Employee Tuition Waivers

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## Governing Policies

Section 5.3, Faculty Handbook – Enrollment in Mines Courses

## Procedure

Colorado School of Mines employees may apply to take one 3.0 credit hour class per semester, up to a total of 6.0 credits per academic year, and have tuition and fees waived for those courses other than a technology fee associated with course registration. Courses may be taken for credit or not-for-credit (audit). To take classes, the employee must apply as a Non-Degree Seeking student and note the class they wish to register for on the application. Non-Degree Applications can be submitted online at the following sites:

- Undergraduate Non-Degree
- Graduate Non-Degree, where all students holding an undergraduate degree must apply at the graduate level.

Once the employee's Non-Degree Application has been submitted and they have been registered for classes, they will receive a confirmation via e-mail. The employee must then complete an Employee Tuition Waiver. The Tuition Waiver must have all of the appropriate signatures and be submitted to the Registrar's Office for processing.

The spouse of an employee may also take one 3.0 credit hour class per semester, up to a total of 6.0 credits per academic year, and have tuition and fees waived for those courses other than a technology fee associated with course registration. Courses taken by the spouse of a Mines employee must be taken on a not-for-credit (audit) basis. The spouse of an employee must follow the same procedure to apply as a Non-Degree student and complete an Employee Tuition Waiver.

Dependents of benefit-eligible employees may attend Mines at a reduced tuition rate. For additional information, refer to the Employee Benefits page on the Human Resources website. All employees, spouses, and dependents using any of the benefits described above must pay the technology fee associated with course registration.

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