CORPORATE LEARNING

Full-Time Employee CL Tuition Waiver Policy

Description and Eligibility

Full-time employees may register for select courses offered by Corporate Learning **two business days** prior to the class start date and receive a full tuition waiver. Employees pay only the tech, lab, infrastructure and material fees associated with the class plus any charges for books, supplies and other related expenses that might apply. Employees are responsible for inquiring about course eligibility, book and fees associated with a course when registering. Employees who wish to guarantee placement in a CL course may pay the full tuition.

Conditions

This policy is only applicable to courses that were designed and developed by CL and will not apply to online courses or to courses that are contracted to an outside provider for which a 'per student' fee is assessed or to special events like seminars and conferences.

Employees may NOT register more than two business days prior to the class start date and must submit the CL Tuition Waiver Form and payment for class fees at the time of registration. Placement into the class is contingent upon the class making the required minimum enrollment number and seat availability.

Employees will not be released from work duties to attend classes without permission from the department supervisor documented on the CL Tuition Waiver Form.

Part-time employees and dependents of full-time employees are not eligible for the Corporate Learning Tuition Waiver. If an employee has received the tuition waiver, but fails to meet the eligibility criteria, the employee forfeits the tuition waiver for the semester for enrolled classes being taken by the employee and will be responsible for payment of tuition and fees.

Procedures for Employee Participation in CL Tuition Waiver

Full-time Employees Requesting Tuition Waiver for Personal and Professional Development Classes

1. Download and complete the Employee CL Tuition Waiver Application and CL Registration forms found on the CL web site: www.nwacc.edu/corporatelearning.php
2. Have the department supervisor sign the waiver if employee is requesting time off from work to attend CL classes.
3. Two business days prior to the class start date deliver the waiver form, registration form and payment to Corporate Learning at the Shewmaker Center for Workforce Technologies.

Courses NOT eligible for waiver:

All classes associated with Building Sciences and the Retail & Supplier Education programs will not be eligible for the tuition waiver. Certified Fiber Optics and Medical Interpreter programs are also ineligible.

CORPORATE LEARNING

Full-Time Employee CL Tuition Waiver Application

- **This form must be completed and submitted for EACH Corporate Learning course.**
- **Completed Waiver Application must be returned to Corporate Learning at the Shewmaker Center for Workforce Technologies with registration form and payment.**

NWACC Employee Name: _____ Employee ID: _____

Semester/Year Enrolled: _____

CRN	Course Title	Start Date/End Date	Day(s) of Week	Time of Day	Full Tuition Cost

I, the employee of NWACC, have reviewed the Employee CL Tuition Waiver Eligibility Policy. I understand that if at any time during the semester, in which the tuition waiver is received, I do not meet the eligibility criteria, I forfeit the tuition waiver for enrolled classes and will be responsible for payment of tuition and fees.

_____ _____

Employee Signature Date

Request for Attendance During Regular Work Schedule

As department supervisor, I have reviewed the course content and agree that the material is related to the skills required for the employee's position. I have also reviewed the schedule above and agree to allow this employee to attend during their regular work schedule.

_____ _____

Department Supervisor Approval Signature Date

NWACC Corporate Learning Registration

Mail to : NWACC Corporate Learning
One College Drive
Bentonville, AR 72712

Phone Registration: 479-936-5175 (M-F, 8am–4:00pm)
Online: www.nwacc.edu/corporatelearning
In person: 1100 SE Eagle Way, Bentonville (M-F, 8am – 4:00pm)

Use this form to enroll in Corporate Learning courses.

Student ID No._____ **(assigned by NWACC)**

_____ _____ _____
Last Name First Name Middle Name (if any)

_____
Home Address

_____ _____ _____
City State Zip

_____ _____ _____
Cell Phone Day Phone Evening Phone

_____ _____
Date of Birth (REQUIRED) **E-mail address (REQUIRED)**

Have you previously attended NWACC? ☐ Yes ☐ No Former Last Names (if any):_____

Gender: ☐ Male ☐ Female

Are you currently working toward a Corporate Learning certificate? ☐ Yes ☐ No Which one? _____

How did you hear about us? _____

Please Enroll Me In:

Course Number	Course Name	Start Date	Day(s)	Time	Cost

Total Tuition _____

PAYMENTS:

Checks are made payable to NorthWest Arkansas Community College.

Credit Card/Debit Card: ☐ Company Name, if Corporate Credit Card:_____

Check: ☐ If Company check, include name: _____ **Check No.**_____

Cash: ☐ Payment Plan (Email Address Required): ☐

Letter of Intent: ☐ (attach to registration) Apprenticeship Agreement: ☐ (attach to registration)

OPTIONAL INFORMATION: (used for research purposes): ***Employer:*** _____
Primary reason for attendance: ☐ Advancement in current job/career ☐ Train for new job/career ☐ Enter/re-enter job market ☐ Personal enrichment ☐ Licensure ☐ Earn a certificate ☐ Improve job skills ☐ Other _____
Race: ☐ American Indian or Alaskan Native ☐ Asian or Pacific Islander ☐ Black/African, non-Hispanic ☐ Hispanic/Latino/Chicano ☐ Native Hawaiian or other Pacific Islander ☐ White, non-Hispanic
Highest Educational Level Attained: ☐ Less than a high school diploma ☐ High school diploma or GED ☐ Associate's degree or certificate ☐ Some college ☐ Bachelor's degree ☐ Master's degree or higher

Registration completed/checked by:

_____
(NWACC Employee)
Date _____

Office Use Only:
Contract _____Company Name _____
Registrar _____ Date _____
Cashier_____ Date_____
Inv. Date_____ Inv. # _____

CL Revised 07/30/12