



PART-TIME PROFESSIONAL FACULTY (FEE WAIVER) APPLICATION

Name: _____

Institution Attending: CSN

Please submit additional form if taking classes at two institutions

Student ID # / C #: _____

Year: _____ Semester:

Class #1

Course #	Course Name	# of Credits

Class Day(s) of week (check all that apply)

- | | |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Thursday |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Friday |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Saturday |

Time of Class _____

Class #2

Course #	Course Name	# of Credits

Class Day(s) of week (check all that apply)

- | | |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Thursday |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Friday |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Saturday |

Time of Class _____

Course(s) used to establish eligibility

Course #	Course Name	# of Credits	Semester	Year

I have read, understand and agree to the employee agreement on the reverse side of this application

Employee Signature Date

Approved Disapproved (see comments)

Department Chair/Lab Manager Signature Date

Approved Disapproved (see comments)

Human Resources Date

Comments

ACADEMIC AFFAIRS OFFICE USE ONLY

Registration Fee	\$ _____	X	_____ CR	=	\$ _____
Capital Improvement Fee	\$ _____	X	_____ CR	=	\$ _____
Student Fee	\$ _____	X	_____ CR	=	\$ _____
General Improvement Fee	\$ _____	X	_____ CR	=	\$ _____
Student Access Fee	\$ _____	X	_____ CR	=	\$ _____

Total Amount \$

College of Southern Nevada

Part-Time Professional Faculty (Fee Waiver) Application

POLICY: (Approved September 10, 1987)

Eligible part-time professional faculty (eligibility to be verified by their supervisor) receives a waiver of fees for college credit classes up to the number of credit hours the part-time faculty member has taught the previous or current semester (spring/fall only). The eligibility based on credit hours shall not be cumulative from semester to semester. Those professional part-time faculty members who do not teach must confer with their supervisor to determine appropriate course equivalency for their services. In no case will a supervisor authorize more than a total of 6 credit hours of course equivalency per semester for such service and the courses must be taken at any of the NSHE Institutions.

Part-time professional faculty shall be permitted to register for credit or audit in any credit course with the usual limitations as noted below:

1. Courses may only be taken during the Fall and Spring regular semesters and must be taken at any of the NSHE Institutions.
2. Only those courses where space is available may be taken.
3. Lab fees are not included in this waiver.
4. Part-time faculty members shall not be entitled to any privileges

PROCEDURE:

- a. The faculty member obtains the Fee Waiver Application from the department chair.
- b. Upon completion of the application by the faculty member, the application is submitted to the department chair for signature. The department chair retains a copy of the Fee Waiver Application.
- c. The department chair or faculty member delivers the application form to the office of Human Resources.
- d. The Human Resources office issues the fee waiver to the faculty member together with a copy of the application form. The Human Resources office retains the original.
- e. The faculty member takes the fee waiver to the Cashier's office at time of registration.

REFUNDS:

1. If a faculty member becomes eligible for a fee waiver after he/she has registered, the Cashier's office will initiate a refund upon receipt of a fee waiver.
2. If a faculty member who has been issued a fee waiver voluntarily terminates employment during the first half of the semester, the fee waiver will be rescinded and a bill for the full amount of the fee waiver will be presented to the faculty member.
3. If a faculty member who has been issued a fee waiver becomes ineligible, the fee waiver will be rescinded and a bill for the full amount of the fee waiver will be presented to the faculty member. An example of this situation is the cancellation of a class due to insufficient enrollment.
4. Exceptions to the above may be made by the Vice President of Academic Affairs.