

# POLICY

**Number:** 70-02  
**Title:** Tuition Assistance  
**Original Approval Date:** 7/15/2022  
**Area Commission Review:** 6/24/2025  
**Last Revision:** 4/1/2025

## Reference (Policy and/or Procedure)

**SBTCE:**

**FDTC:** Procedure 71-11

**Other:** SC Code of Laws Section 59-111-15

## Policy Description

The Code of Laws of South Carolina as Amended, authorizes state-supported colleges and universities to provide tuition assistance for faculty and staff who are in a full-time equivalent (FTE) position. As a result of this legislation, the following policy and procedure are established.

Florence-Darlington Technical College is hereby authorized to provide tuition assistance to eligible FDTC employees, spouse, or dependents. Tuition up to 10 credit hours per semester may be waived.

The employee will be responsible for paying all other fees and costs associated with the waived course, including books and associated fees. Late registration fees will not be charged on waived tuition courses.

In non-credit courses there is no limit on the number of non-credit courses; however, no more than one space available waived course may be taken at any one time. The employee will be responsible for any special fees associated with the course.

The Vice President of Finance and Administration is responsible for managing the tuition exemption program.

All FDTC FTE employees must take courses outside of normal duty hours. Normal duty hours are those work hours for which an employee is usually scheduled to be at their assigned work place. Adjustments of the work schedule will not be made to

accommodate taking of a course under the provision of this procedure. Employees may take courses during their scheduled lunch hour; however, the lunch hour will not be extended to accommodate course schedules.