

## **Employees Taking Westmont Courses**

Employees must complete an *EDUCATION ASSISTANCE APPLICATION For Faculty and Staff* in Human Resources. See 6.11 *Education Assistance Benefits for Employee, Spouse and Dependents* at: [http://www.westmont.edu/offices/human\\_resources/uploads/2007/11/education-assistance-request-for-faculty-staff.pdf](http://www.westmont.edu/offices/human_resources/uploads/2007/11/education-assistance-request-for-faculty-staff.pdf)

Fall and Spring Semesters. With their supervisor's approval, employees may enroll in one Westmont course per semester for credit or (audit with instructor's approval) at no charge. Employees must add the course by the published add/drop deadline and abide by the published withdrawal P/NC deadline.

Mayterm Courses for Audit. With their supervisor's approval, employees may enroll in one Mayterm course for audit, with instructor's approval, at no charge. They must add the course by the published add/drop deadline.

Mayterm Courses for Credit. With their supervisor's approval, employees may enroll in one Mayterm course for credit. If there are at least eight (8) regular tuition-paying students enrolled in the Mayterm course at the end of the first week of Mayterm (in addition to the employee) the employee will not be charged for the Mayterm course. If there are less than eight (8) regular tuition-paying students in the Mayterm course at the end of the first week of Mayterm, the employee will be charged a pro-rata share of the Mayterm tuition based on the total number of students enrolled in the Mayterm course.

## **Members of the Public Taking Westmont Courses**

*Conditional Use Permit rules governing members of the public who wish to audit or take courses for credit at Westmont during fall and spring semester.*

### Auditing Courses

There is currently no limit and no age or residence restriction for members of the public who wish to audit a Westmont course. Auditors must complete a non-matriculation application and submit an instructor signed add/drop form adding the course by the published add/drop deadline. The current rate is \$50.00 per unit.

### Registering for Fall or Spring Semester Courses for Credit

Up to five (5) part-time students who are over 25 years old and are residents of Santa Barbara County may take courses for credit in fall or spring semester. They will be billed non-matriculated student tuition at the current rate of \$1,700 per unit.