

MCAD CONTINUING EDUCATION COURSES

Once eligibility requirements are met, employees, their spouses, and children are welcome to enroll in evening, summer, Saturday or online classes at the College, free of tuition, provided the classes are not fully enrolled. Employees are expected not to register for classes that conflict with their scheduled working hours. Enrollment is limited to one (1) class per semester for each employee, spouse, or child.

A registration fee of \$25 applies to each course, with any additional fees also being the responsibility of the employee. Furthermore, children of eligible employees who do not meet the IRS definition of dependent will be subject to an administrative fee of 7.65% as well as FICA taxes of 7.65% on the value of the tuition. This total amount will be reported as taxable income on the employee's IRS Form W-2. If the employee participates in MCAD's Defined Contribution Retirement Plan, both employer and employee contributions will apply to this income.

Enrollment for children of employees in the Summer Youth Program will depend on availability. The program ensures one seat per class for staff waiver usage, available on a first-come, first-served basis. Additional seats will be offered based on enrollment availability.