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I. PROGRAMS SUBJECT TO BUDGET AVAILABILITY

All requests made by employees in connection to this policy are subject to budget availability and may be suspended at any time by the Board or President.

II. EMPLOYEE TUITION EXEMPTION PROGRAM

The College may use State or local funds to pay tuition and registration fees for one course per semester, whether curriculum or continuing education, subject to the following requirements and limitations:

- The employee must be a full-time employee at the College,
- The employee must have worked for at least nine (9) months in a full-time capacity for the College,
- The employee must pay for books and any other special fees associated with the course,
- The employee may not use this benefit if its use would result in a student or other member of the public being unable to enroll in the course due to course seat limitations,
- The use of this benefit may not impact the employee's ability to discharge their job responsibilities, and an inability to discharge said duties may be grounds for denial of this benefit,
- The employee may not take a course that is held during the employee's working hours, unless otherwise approved by the employee's supervisor, notwithstanding that an employee's lunch time shall not be considered working hours for the purposes of this benefit so long as the lunch time occurs between the times of 11:00 AM and 2:00 PM local time, and
- The Tuition Exemption Program may not be used for self-supporting courses.

III. EMPLOYEE TUITION REIMBURSEMENT PROGRAM

The College may provide tuition reimbursement funds through the College Foundation or other appropriate funding sources for permanent and time-limited employees subject to the following limitations and requirements:

- The employee must receive prior approval from his/her immediate supervisor and appropriate divisional Executive Leader before enrolling in the course,
- The course must be job-related and specific to the employee's job responsibilities, or the course must be a required component of an educational credential that is job-related and specific to the employee's job responsibilities,
- The course will be covered on a reimbursable basis,
- The employee must pay for books and any other special fees associated with the course,
- The employee must complete the course successfully with a grade of "C" or better; or in a pass/fail course, the grade of "pass",
- The time an employee attends a class shall not be considered work time unless the President has first approved such a request, and
- The course is taken at the College or at another appropriately accredited institution, notwithstanding that if the course is being taken at the College, then the employee has exhausted the Tuition Exemption Program benefit for the applicable semester.

For the purposes of the Tuition Reimbursement Program, the College Foundation shall determine the maximum amount of funds available per student per semester to be made available from College Foundation funding sources.

REFERENCES

Statutory References	N.C.G.S. § 115D-5(b1)
Regulatory References	1C SBCCC 300.1, 1C SBCCC 300.2, 1C SBCCC 300.5
Relevant Guidance	None
Policy Manual Cross-References	None

POLICY HISTORY

January 1, 2025	Adopted.