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I. PURPOSE

The purpose of the Employee Tuition Reimbursement Program is to support employees in their pursuit of advanced degrees, certifications, licensures, or non-credit courses or programs directly related to an employee's current role.

II. REQUIREMENTS

In accordance with Policy 3.2.3 - Employee Tuition Support Programs and additional guidelines as developed by the Center for Organizational Excellence and the College Foundation, the following requirements must be met to qualify for the Employee Tuition Reimbursement Program:

- The employee must be in a permanent or time-limited position,
- The employee must have worked at the College for at least one (1) year before being eligible for this program, unless otherwise waived in service of the needs of the College,
- The employee must receive prior approval from his/her immediate supervisor and appropriate divisional Executive Leader before enrolling in the course,
- The employee must apply for the program prior to taking classes if enrollment is contingent on the College reimbursing a portion of the employee's tuition.,
- 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 maximum reimbursable amount is one thousand dollars ($1,000) per year over three terms (fall, spring, and summer), which may be reduced depending upon budget availability from the Foundation and other grant sources,
- The course tuition and regular fees will be covered on a reimbursable basis only after completion of the course,
- 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 applied for the Employee Tuition Exemption Program benefit for the applicable semester.

III. REQUESTING TUITION REIMBURSEMENT SUPPORT

1. Before starting classes, review Policy 3.2.7 - Educational Leave as well as Procedure 3.1.7.1 - Salary Plans, noting that neither a salary increase nor educational leave are guaranteed.

2. The employee must discuss their plans with their supervisor to determine if the courses are relevant to the employee's current position. If the employee is pursuing an additional degree related to their position and would like to apply for a pay increase effective upon earning their credential, they will also need to submit the appropriate Etrieve form before starting their coursework. The employee should await approval before starting coursework if enrollment is contingent on the College reimbursing a portion of the tuition.

3. Submit the application for the Employee Tuition Reimbursement Program before the classes begin using the Tuition Reimbursement Program Etrieve Form. The employee will need to request reimbursement each term for a multiple-term program, if the cost of a term is less than the maximum expenditure allowed. The employee will be notified within two (2) weeks if their request has been approved. Priority deadlines apply to the eligibility for tuition reimbursement, which include:

    a. April 15 for summer and fall terms
    b. November 15 for spring terms

4. Request reimbursement at the end of the courses. Submit the following through the Tuition Reimbursement Program Etrieve Form:

    a. Your signed receipt/financial statement for tuition and fees,
    b. A grade report indicating a grade of "C" or better,
    c. A program evaluation showing where the courses fit in your program (for a diploma, associate, bachelor's, master's, or doctoral degree), and
    d. The reimbursement request must be received within sixty (60) days of course completion.

IV. ADDITIONAL CONCERNS

Salary increases as a result of obtaining additional degrees as well as the granting of educational leave are governed by separate policies and are in no way guaranteed under Policy 3.2.3 - Employee Tuition Support Programs or its procedures. Please review the relevant policies and procedures, specifically Policy 3.2.7 - Educational Leave and Procedure 3.1.7.1 - Salary Plans.

If the employee is taking a course at the College, then they must have applied for the Employee Tuition Exemption Program benefit before being eligible for the Employee Tuition Reimbursement Program.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	Referencing: ● Procedure 3.1.7.1 - Salary Plans ● Policy 3.2.3 - Employee Tuition Support Programs ● Policy 3.2.7 - Educational Leave

PROCEDURE HISTORY

March 1, 2025	Adopted.