

Policy Title: **TUITION REIMBURSEMENT**

Fox Valley Technical College will reimburse full- and part-time regular management, faculty, and support staff employees for the tuition of a pre-approved graduate, undergraduate, associate degree, or technical diploma course taken for full credit through a nationally recognized and regionally accredited college or university.

Regular part-time employees' tuition reimbursement will be prorated as follows:

Average Hours Per Week	Maximum Amount
30 or more hours	\$3,000
18.75-29.9 hours	\$2,000
12.0-18.74 hours	\$1,000

Courses must be approved in advance and must be part of a required degree program, support an individual's current work focus, or be directly connected to preparation for another career opportunity within the College.

An individual may be reimbursed for a maximum of \$3,000 per fiscal year for courses where a grade of C or higher is achieved. Reimbursement will be made upon successful completion of each course. Contact Training and Development for more detailed information.

Adopted: 01/07/84
Reviewed: 08/06/15
Revised: 11/11/13