

ADMINISTRATIVE POLICY
TUITION REIMBURSEMENT

This policy pertains to employees.

Regular full-time and part-time management, faculty and support staff employees are eligible to receive tuition reimbursement benefits.

Eligible courses must be taken at a regionally or nationally accredited institution of higher education and meet the following criteria in order to be considered for reimbursement:

- Must be taken for college credit and receive a passing grade.
- Must relate to either an employee’s current role or a reasonable promotional opportunity within the College.
- Must be approved in advance by the employee’s supervisor and Learning and Talent Development (includes degree selection as well).
- Must be taken outside an employee’s normally scheduled work hours unless a schedule modification is approved by the supervisor and by Human Resources.

Employees will receive reimbursement for tuition only. The employee is responsible for paying the remainder of any additional fees not covered by tuition reimbursement as well as the cost for textbooks, supplies, or other expenses. Tuition for eligible coursework will be reimbursed up to the following maximum amounts per calendar year (based on full-time/part-time status).

Course Level	Maximum Amount 30 or more hours (average hours per week)	Maximum Amount 18.75 – 29.9 hours (average hours per week)	Maximum Amount 12.0 – 18.74 hours (average hours per week)
Associate’s	\$3,000	\$2,000	\$1,000
Bachelor’s	\$3,000	\$2,000	\$1,000
Master’s	\$4,000	\$3,000	\$1,500
Doctorate	\$5,000	\$3,500	\$2,000

Reimbursement will be made upon successful completion of each course where a grade of C (or higher) or passing grade (if applicable) is achieved. Course reimbursement applies to the calendar year when payment takes place.

Contact Learning and Talent Development for more detailed information.

Adopted: 01/07/1984
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