

420-01 TUITION EDUCATIONAL ASSISTANCE—PROCEDURE

1. PURPOSE

The purpose of the Tuition Education Assistance policy is to encourage eligible College employees to pursue professional development through continuing education.

2. PROCEDURE

1. Tuition Reimbursement for Non-CCC Classes

Full-time employees are eligible for the tuition reimbursement benefit for course work outside of the College. Spouses, domestic partners, dependents, part-time faculty, classified staff employees serving a probationary period, part-time employees, and work study employees are not eligible.

- a. An employee must be employed in a full-time status by the first day of class and through the last day of class in order to be eligible for this benefit.
- b. An employee must be in good standing with the College, and not have been involved in any disciplinary action for the previous 12 months.
- c. Eligible employees will be reimbursed up to \$111.00 per credit hour, for a maximum of nine (9) hours per fiscal year not to exceed \$1,000, conditional on a final grade of A, B, C (or equivalent) and a pass in a pass/fail class.
- d. For a class to be eligible for reimbursement it must be job related, as determined by the supervisor and must be taken from a regionally accredited institution of higher education. The class will further the employee's skills and abilities in the employee's current position or professional development plan.
- e. Reimbursement may apply only to tuition and mandatory fees that are required for enrollment. Textbooks are not considered mandatory fees. Reimbursement will not apply to any tuition already covered by a non-title IV grant, scholarship, assistantship or other form of financial assistance.
- f. The reimbursement may be taxable, based on IRS regulations.
- g. In order to qualify for tuition reimbursement, employees must submit a tuition reimbursement form (available from Human Resources or on the Intranet) prior to taking a class. Tuition reimbursement forms require a signature from the employee's supervisor.

2. Tuition Reimbursement for CCC Classes

The tuition reimbursement benefit covers tuition costs at the rate equivalent to in-state standard tuition only and does not apply to non-credit workshops, classes or differential tuition rates. For out-of-state tuition, employees will be reimbursed the in-state standard tuition. Reimbursement of standard tuition is conditional on a final grade of A, B, C (or equivalent) and a pass in a designated pass/fail class. An employee must be employed in an eligible status by the first day of class through the last day of class in order to qualify for the benefit for that semester or summer session. In addition, there are no provisions for eligible employees, spouses, or dependents to audit a course under this benefit.

a. Full-Time Faculty and Staff

Full-time faculty and full-time staff who are assigned 30 hours or more per week are eligible for 15 credit hours per semester with 100% of the in-state standard tuition reimbursement paid out-of-pocket, to be shared between the employee and spouse or dependents. A person must qualify as a "dependent" or "spouse" for federal income tax purposes in order to qualify for the benefit.

b. Part-Time Faculty and Staff

1. Part-time faculty are eligible to have (1) credit hour reimbursed for every credit hour taught not to exceed seven (7) credit hours per semester or summer.
2. Credit hours will be reimbursed for part-time faculty members for the same semester they are teaching, or the immediate semester following the semester they taught in the same fiscal year.
3. The seven (7) credits may be shared with eligible spouse and/or dependents. Dependents are eligible for the reimbursement in the same semester in which the part-time faculty taught.
4. Budgeted part-time staff who are hired with the intention to work twenty (20) hours or more for twenty (20) weeks are eligible for seven (7) credits per semester with 100% of the in-state standard tuition reimbursed. The seven (7) credit hours can be shared with eligible spouse and/or dependents.
5. For those part-time employees who are employed in multiple positions, this benefit will be calculated based only on the primary position.

c. Employee Payment Options

1. Full payment of classes at the time of registration.
2. Payroll deduction within the term of the class(s) (i.e. 5 week, 8 week, 16 week). Student must arrange with Bursar's Office.
3. A hold can be placed which will hold class(s) until reimbursement is received from the previous term. Student must arrange with Bursar's Office.

d. Fees

Fees are excluded from tuition reimbursement and must be paid in accordance with normal payment processes. Other fees may apply.

e. Tuition Reimbursement Form

In order to qualify for tuition reimbursement, employees must submit a tuition reimbursement form (available from Human Resources or on the Intranet) prior to taking a class. Tuition reimbursement forms require a signature from the employee's supervisor.

Note: Reasonable accommodations under the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008 may be made in consultation with the Director of Human Resources and the Disability Resources Coordinator.

3. BACKGROUND

1. References: none
2. Revision history: 05/13/2009 (combined 420-01 and 420-03 into 420-01), 02/06/2012 (reformatted), 04/09/2014, 03/30/16
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 04/09/2014, 03/30/16

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