

**ADMINISTRATIVE POLICY  
TUITION REIMBURSEMENT**

*This policy pertains to employees.*

The College offers a tuition reimbursement program designed to support employees who wish to further their education and enhance their skills in ways that directly contribute to their current role or future career opportunities within the organization.

**Eligibility**

Regular full-time and part-time employees are eligible to receive tuition reimbursement benefits; limited term employees (LTE) are not eligible. To qualify, courses must meet the following criteria:

- **Accreditation:** The course must be taken at a regionally or nationally accredited institution of higher education.
- **Credit and Grade Requirement:** The course must be taken for college credit and receive a passing grade (C or higher).
- **Job Relevance:** The course or degree must be directly related to the employee's current role at the College or a documented promotional opportunity within the College. Courses that do not have a clear and immediate application to the employee's role or career path within the College will not be eligible for reimbursement.
- **Pre-Approval:** All courses, including degree programs, must be approved in advance by both the employee's supervisor and the Learning and Talent Development team.
- **Work Schedule:** Courses must be taken outside an employee's regularly scheduled work hours unless a schedule modification has been approved in advance by both the supervisor and Human Resources. Courses scheduled during the work hours will not be eligible for reimbursement.

**Reimbursement**

Reimbursement for tuition is provided up to the following maximum amounts per calendar year, based on the employee's average weekly hours:

<b>Average Hours per Week</b>	<b>Maximum Reimbursement per Calendar Year</b>
30 or more hours	\$5,250
18.75 – 29.9 hours	\$3,500
12.0 – 18.74 hours	\$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. Reimbursement amounts are determined by the course end date and are calculated within the calendar year.
- Employees are responsible for any additional fees not covered by tuition reimbursement, as well as the cost of textbooks, supplies, or other related expenses.

**Repayment Requirement**

Employees who receive tuition reimbursement must remain employed with the College for at least one year following the completion of the reimbursed course. If an employee voluntarily leaves the College or is terminated for cause within this period, they will be required to repay the full amount of the tuition reimbursement received in the previous twelve months.

Repayment will not be required in situations where an employee has been formally notified that degree attainment is a condition of employment, provided they are in compliance with the terms of their degree attainment expectations.

**Contact Information**

Please reference the Tuition Reimbursement/Degree Approval job aid on the Human Resources intranet site for additional information on starting the tuition reimbursement process. For assistance in exploring degree options or for more information about the tuition reimbursement process, please contact Learning & Talent Development.

**Public Service Loan Forgiveness (PSLF) Program**

An employee's student loans may qualify for the Public Service Loan Forgiveness Program offered by the U.S. Department of Education. More information on this program, including the process to apply, can be found at [studentaid.gov](http://studentaid.gov).

*Adopted: 01/07/1984*

*Reviewed: 10/16/2023, 11/26/2024*

*Revised: 10/16/2023, 11/26/2024*