

HIGHLAND COMMUNITY COLLEGE
ADMINISTRATIVE AND CLASSIFIED POLICY

SUBJECT: Tuition Assistance

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BOARD OF TRUSTEE APPROVAL:	<u>July 31, 2013</u>	EFFECTIVE DATE:	<u>August 1, 2013</u>
REVISSED:	<u>October 22, 2014</u>	EFFECTIVE DATE:	<u>October 23, 2014</u>
REVISSED:	<u>December 17, 2024</u>	EFFECTIVE DATE:	<u>December 18, 2024</u>

The Highland Community College Board of Trustees supports individual academic growth by granting each full-time Classified and Administrative Employee the opportunity to be reimbursed for tuition up to a maximum of \$400 per credit hour or the cost of the class, whichever is less, for applicable college credit hours toward an Associate, Bachelor's, Master's, or Doctorate degree at an accredited college, provided the following provisions are met:

1. The employee must be employed in a full-time regular position at the college on the first day and last day of the class, and
2. The Request for Reimbursement form must be submitted to and approved by the employee's immediate supervisor, their Vice-President, and the President *prior* to course enrollment. The employee's supervisor must certify that the course is related to the employee's program plan and current college position or is designed to enhance the employee's future job performance, and
3. The course must be successfully completed meaning that a grade of "C" or better is attained in the course or "pass" in a pass/fail course, and
4. The employee shall be responsible for scheduling class and class preparation time in such a way that it does not interfere with working hours or job performance. Tuition reimbursement shall not be allowed for withdrawals, audit courses, APL, CLEP, GED, or similar courses.

The cost of books, supplies, tools, and other related educational expenses are not eligible for reimbursement.

REIMBURSEMENT PROCEDURES

In order to receive tuition reimbursement, the employee must submit to Human Resources the request for reimbursement within 60 days following the successful completion of the course. The reimbursement request must contain:

1. A Purchase Requisition payable to the Employee indicating the course taken, semester in which it was taken, and the cost of reimbursable tuition (the cost of tuition or \$400 per credit hour, whichever is less);
2. A copy of the pre-approved Request for Reimbursement form;
3. An authorized student account history/receipt which reflects the out-of-pocket tuition expenses;
4. A copy of an authorized grade report showing successful completion of the course(s) with a grade of "C" or better, or a "Pass" in a pass/fail course.
5. Any falsification or misrepresentation of information will result in the denial of reimbursement and may be grounds for appropriate disciplinary action.

EMPLOYEE OBLIGATION

If the Employee leaves or resigns within one year of receiving tuition reimbursement, the Employee must reimburse the College for tuition assistance received within the past 12 months.