

Procedure



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| Title: Educational Benefits for Employees | Number: A6Hx2-3.12 |
| Policy Number: 6Hx2-3.12 | Page: 1 of 1 |

Tuition Reimbursement Procedures

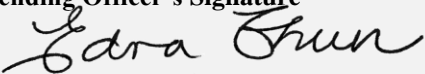
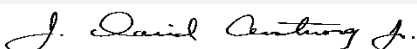
1. Prior to registering for non-BC college course(s) each term, the employee requesting tuition reimbursement must complete the application for tuition reimbursement.*
2. The employee must get all appropriate approval signatures on the application for tuition reimbursement, as indicated on the application for his/her employee group.
3. The employee shall forward the original signed application for tuition reimbursement to the Human Resources office of Professional Development and Training for signature. The employee should make two copies before sending it.
4. The employee shall register and pay for the course(s) and retain the original paid itemized fee receipt.
5. The employee must notify the Human Resources office of Professional Development and Training in writing (email is acceptable) of any change to his/her course(s) – number of course(s), title of course(s), credit hours, etc.
6. Within 30 days of completion of the approved course(s), the employee shall send a copy of the grade report or transcript (must earn a "C" or better to be eligible for reimbursement), the itemized paid fee receipt and a copy of the signed application for tuition reimbursement to the Human Resources office of Professional Development and Training –Willis Holcombe Center.
7. Human Resources office Professional Development and Training will review the documents for the appropriate grade (minimum of 'C' or better), check for the 18-credit maximum per academic year allowance, and forward a request for reimbursement to Payroll. The completed paperwork must be received by the Human Resources office of Professional Development and Training at least ten business days before a paycheck date.
8. The employee will receive a non-taxed reimbursement in the next available payroll check.

* Faculty members seeking an appeal must follow the guidelines as explained in the Collective Bargaining Agreement (6.51) prior to registering for any course(s).

Tuition Assistance Procedures

1. Prior to registering for BC course(s) each term, the employee, dependent or spouse must complete a tuition assistance application.
2. The employee must obtain supervisor certification of full-time status as indicated on the tuition assistance application.
3. Upon supervisor certification, the employee, dependent or spouse shall register for the course(s).
4. The employee, dependent or spouse shall forward the original signed tuition assistance application to a campus Cashier's office and shall pay any fees not covered under the provisions of the tuition assistance application.

[Link to Policy 6Hx2-3.12](#)

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| Recommending Officer's Signature  | Date 02/24/2009 | President's Signature  | Date 02/24/2009 |
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