



Broward
Community
College

Procedure

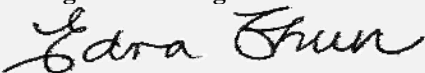

Title: Educational Benefits for Employees	Number: A6Hx2-3.12
Policy Number: 6Hx2-3.12	Page: 1 of 1

Tuition Reimbursement Procedures

1. **Prior** to registering for non-BCC 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 Office of Staff Development 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 Office of Staff Development 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 Office of Staff Development –Willis Holcombe Center.
7. Staff Development 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 Office of Staff Development 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).

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

Recommending Officer's Signature  Date 10/17/2006	President's Signature  Date 10/17/2006
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