



Policy

Title: Educational Benefits for Employees	Number: 6Hx2-3.12
Legal Authority: Fla. Statutes 1001.64(4) Fla. St. Bd. of Admin. Rules 6A-14.029 (2)(a)(1)	Page: 1 of 4

GENERAL STATEMENT

The college shall provide assistance to those full-time employees, their spouses and dependent children who wish to pursue additional education. The college shall offer two programs to provide this assistance: (1) the Tuition Assistance Program provides waivers to full-time employees, their spouses and dependent children for courses taken at Broward Community College and (2) the Tuition Reimbursement Program provides reimbursement to full-time regular employees for college courses taken at regionally accredited institutions other than Broward Community College.

THE POLICY and THE FACULTY AND STAFF

The Tuition Assistance Program Benefits Available for Attendance at Broward Community College

For Employee, Spouse, and Dependent Child(ren)

1. Tuition assistance shall be limited to a maximum of 6 credit hours or its credit-hour equivalent per term (I, II, and III) and a maximum of 18 credit hours or its credit-hour equivalent per academic year per person. This assistance includes tuition fees for employees taking bachelor level courses.
2. The college will pay in-state tuition fees only for the first two attempts of any course.
3. The employee, spouse and dependent child(ren) will be responsible to pay all other fees, including but not limited to application fees, laboratory fees, ID card fees, health fees, athletic fees, parking and transportation access fees, technology fees, distance learning fees, auxiliary fees, special examination fees, out-of-state fees, books and supplies, and any other special fees as applicable.
4. All credit courses must be taken and completed for college credit and cannot be taken for audit.
5. All normal college admissions and prerequisite requirements must be met and all regular registration procedures followed.
6. In order to receive tuition assistance, written approval to register for course(s) must be obtained from the appropriate supervisory personnel prior to enrollment in the course(s).
7. It is left to the discretion of the immediate supervisor as to whether the employee can take courses during regular work hours, and, if permitted, a revised schedule must be submitted to Human Resources.
8. Once approved, the employee/spouse/dependent child(ren) can register for the course(s).

History: Issued on January 19, 1993; revised on October 19, 1994; revised on May 21, 1997; revised on March 28, 2004; revised on October 25, 2006.

AGENDA ITEM VII-H

Approved by the Board of Trustees	Date 10/25/2006	President's Signature FEB 24 2009	Date 10/25/2006
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ENCLOSURE



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For Employees Only

1. Continuing education non-credit base course fees may be waived up to a maximum equivalent of the dollar value of in-state tuition fees for 6 credit hours at the rate of the associate degree level courses per term (I, II, and III) and a maximum equivalent of the dollar value of in-state tuition fees for 18 credit hours at the rate of the associate degree level courses per academic year.
2. In order to receive tuition assistance for continuing education non-credit course(s), written approval to register for the course(s) must be obtained from the appropriate supervisory personnel prior to enrollment in the course(s).

For Spouses and Dependent Children

1. For the purposes of this policy, a dependent child is one who is 24 years old or younger and for whom the employee is responsible for financial support.
2. Spouses and dependent children of full-time employees are eligible under the same provisions as employees for tuition assistance for credit courses only offered at Broward Community College, and are not eligible for tuition assistance for continuing education non-credit courses.
3. The lifetime maximum is 80 credit hours or the equivalent per spouse and dependent child.

The Tuition Reimbursement Program Benefits for Attendance at Other Institutions

Subject to approval and the availability of funds, the tuition reimbursement program* allows for the following:

1. All tenured and tenure track faculty members and all full-time regular, non-faculty employees, as defined in the college's salary schedule, can enroll in college credit courses at regionally accredited degree-granting educational institutions, and be reimbursed for the tuition expense.
2. Tuition reimbursement for contract/grant employees (~~i.e., restricted full-time employees~~) may be awarded based on the contract/grant guidelines and the approval of the contract/grant project director and the Vice President for Human Resources and Equity, subject to the availability of contract/grant funds.
3. Whenever a full-time regular employee transfers without a break in service from a full-time regular position to a temporary grant-funded position s/he will continue to be eligible for tuition reimbursement benefits as per this policy.

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4. The college will provide tuition reimbursement for actual tuition paid by the employee at any regionally accredited degree-granting college or university with the total annual amount reimbursed not to exceed an amount equal to eighteen (18) graduate or undergraduate credit hours at the current-year basic in-state tuition rate of Florida Atlantic University (FAU) or Florida International University (FIU). For employees registered with institutions other than FAU or FIU, the college will reimburse the actual cost of the course or the average of the current-year basic in-state tuition rate at FAU and FIU, whichever is lower.
5. Reimbursement will be limited to the cost of tuition only. The employee will be responsible to pay all other fees, including but not limited to application fees, laboratory fees, ID card fees, health fees, athletic fees, parking fees, technology fees, distance learning fees, auxiliary fees, special examination fees, out-of-state fees, books and supplies, and any other special fees.
6. The academic year begins with the fall term, i.e. classes starting in August; however, reimbursement funds are budgeted on a fiscal year, i.e. July 1-June 30. Approval for reimbursement will be based on the date the pre-approved application is received and the availability of funds within a fiscal year.
7. Spouses and dependent children are not eligible for tuition reimbursement.
8. In order to receive tuition reimbursement, approval to register for course(s) must be obtained from the appropriate supervisory personnel and the Vice President for Human Resources and Equity or his/her designee prior to enrollment in the course(s).
9. Based upon the operational needs of the department, an assessment of the benefit to the college, and a determination of whether the course(s) is/are directly related to current or potential employment at Broward Community College, the supervisor may determine whether the employee can take course(s) during regular work hours. Access to such opportunities shall be provided on an equitable basis and, if permitted, a revised work schedule must be submitted to Human Resources.
10. Only coursework that is completed with a grade of 'C' or better will be eligible for reimbursement. Passing and satisfactory grades are considered equivalent to a grade of 'C' or better, when a Pass/Fail or Satisfactory/Unsatisfactory grading scale is used by the institution awarding grades.
11. Reimbursement for dissertation credits will be limited to 20% above the minimum number of dissertation credits required for the degree program. The initial request for reimbursement of dissertation credits must be accompanied by a catalog description stating the minimum number of dissertation credits required.
12. Employees who receive tuition reimbursement in excess of that allowed by Internal Revenue

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Service guidelines in a calendar year must pay federal income tax on the amount reimbursed.

*Specific Collective Bargaining Agreements may vary from this policy.

IMPLEMENTATION and OVERSIGHT

The Vice President for Human Resources and Equity has responsibility for the implementation and oversight of the tuition reimbursement portion of this policy and the Chief Financial Officer has responsibility for the implementation and oversight of the tuition assistance portion of this policy.

VIOLATION OF POLICY

Violations and appeals to the tuition reimbursement portion of this policy will be investigated by the Vice President for Human Resources and Equity and/or his/her designee and violations and appeals to the tuition assistance portion of this policy will be investigated by the Chief Financial Officer.

Link to Procedure A6Hx2-3.12

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AGENDA 2

Procedure



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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 Human Resources Office of Staff-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 Staff-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 Staff-Professional Development and Training –Willis Holcombe Center.
7. Human Resources Office of Staff-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 Staff-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

RECEIVED
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 FEB 24 2006
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Recommending Officer's Signature 	Date 10/17/2006	President's Signature 	Date 10/17/2006
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