

# Procedure Manual



<b>Title: Educational Benefits for Employees</b>	<b>Number:</b> A6Hx2-3.58
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## Tuition Reimbursement Procedures

1. Prior to registering for non-BC college course(s) each term, the employee requesting tuition reimbursement must complete the Workday Spend Authorization for tuition reimbursement. \*
2. All appropriate Workday Spend Authorization approvals for his/her employee group must be obtained before the requested tuition reimbursement can be processed and prior to the start of any course.
3. The employee shall register and pay for the course(s) and retain the original paid itemized fee receipt.
4. The employee must immediately notify the Human Resources Benefits Department via email of any change(s) to his/her course(s) – number of course(s), title of course(s), credit hours, etc.
5. Within 90 days of completion of the approved course(s), the employee shall complete a Workday Expense Report and attach a copy of the grade report or transcript (must earn a "C" or better to be eligible for reimbursement), along with the itemized paid fee receipt for tuition reimbursement to the Human Resources Benefits Department.
6. The Human Resources Benefits Department will review the documents for the appropriate grade (minimum of 'C' or better), check for the 12-credit maximum per academic year allowance, and approve the Workday Expense Report for processing.
7. The completed Workday Expense Report must be received by the Human Resources Benefits Department at least ten (10) business days before a scheduled paycheck date.
8. Reimbursements are calculated on a semester hour basis only. Programs that are on quarter hours are converted to semester hours and then reimbursed. The conversion from quarter hours to semester hours is .667 semester hours for 1 quarter hour credit.
9. Employees submitting a Workday Spend Authorization Request for tuition reimbursement agrees to the Tuition Repayment provisions in College Policy 6Hx2-3.58.
10. The employee will receive a non-taxed reimbursement from the Accounts Payable Department.

\* Faculty members seeking Tuition Reimbursement must follow the guidelines as explained in the Collective Bargaining Agreement (Article 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, spouse or domestic partner 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, domestic partner or spouse shall register for the course(s).

The employee, dependent, domestic partner 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.

<b>Recommending Officer's Signature:</b> Sophia M. Galvin 	<b>Date:</b> 11/18/2019	<b>President's Signature:</b> 	<b>Date:</b> 11/18/2019
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