

Procedure Manual



Title: Educational Benefits for Employees	Number: A6Hx2-3.58
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Tuition Reimbursement Procedures


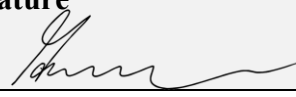
1. Employees must complete a Spend Authorization located in Workday for a non-BC course(s) each term. Employees should submit Spend Authorization requests at least 15 days in advance to determine eligibility. *
2. All appropriate approvals in Workday must be obtained from the employee's pathway supervisors before the request for tuition reimbursement can be processed.
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 Talent & Culture's Benefits Department via email of any change(s) to an approved course schedule including 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 or a letter from the institution indicating the itemized amount paid for tuition reimbursement.
6. The 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. 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.
8. Employees submitting a Workday Spend Authorization Request for tuition reimbursement agrees to the Tuition Repayment provisions in College Policy 6Hx2-3.58.
9. The employee will receive a non-taxed reimbursement from the Accounts Payable Department. Tuition reimbursements in excess of that allowed by Internal Revenue Service guidelines in a calendar year must pay federal income tax on the amount reimbursed.

* 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 Bursar's office and shall pay any fees not covered under the provisions of the tuition assistance application.

Recommending Officer's Signature 	Date: 07/20/2021	President's Signature 	Date: 07/20/2021
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