

EMPLOYEE AND DEPENDENT EDUCATION EXPENSE BENEFIT

ELIGIBILITY

- ◆ Full-time and regular part-time employees in regularly established positions that have passed their initial probationary period are eligible for reimbursement.
- ◆ The employee's spouse and dependent children (under 22 years of age) of employees are also eligible. Dependent children include biological, step-children and adopted children. Married children of any age are not eligible.
- ◆ Currently employed adjunct faculty who have taught the two most current major semesters (Fall/Spring).

GUIDELINES

- ◆ Standards to retain eligibility for reimbursement:

Maximum credit hours eligible for reimbursement per person:

1. Full-time and regular part-time employees and dependents (under age 22) – maximum of sixty (60) credit hours; or the number of credit hours required for completion, as listed in the catalog, if enrolled in an A.S./A.A.S. program; or a maximum of one hundred twenty (120) credit hours for the B.A.S. program.
2. Adjunct Faculty – limit to six (6) credit hours waived per semester.
3. Specific job-related courses, beyond these limits, may be approved for professional development purposes for employees based on the supervisor's recommendation.

All employees and dependents will be required to pay for their courses when they register and are reimbursed after the semester only if they achieve a passing grade (passing grade may differ by course). There will be no reimbursement for I, W, D or F.

- ◆ Courses eligible for reimbursement are limited to preparatory courses and those courses that apply towards a degree or vocational certificate. Includes: Advanced and Professional (A&P), Postsecondary Vocational (PSV) and Postsecondary Adult Vocational (PSAV).
- ◆ No reimbursement will be granted for any repeated courses for which a passing grade has already been achieved. If you fail a course, take it a second, third, fourth, etc. time, you will be reimbursed upon passing for tuition and all applicable fees but not for cost of textbooks, application fees and other charges.
- ◆ An employee or dependent has 45 days after grades are posted to apply for a reimbursement. After this time elapses, no reimbursements will be given.

- ◆ Employees are not allowed to take courses during a normal workday. Any exception must have a written approval of the appropriate vice president.
- ◆ Application must be made through the normal college admission process and the application fee paid by the applicant.