

Employee Educational Tuition Reimbursement & Waiver Policy, 2.08

Chapter 2: Personnel

Responsible Office: Human Resources

Applies to: Faculty, Staff and Adjuncts

Approved: 09/20/2022

Policy: In the interest of encouraging and aiding Rhodes State College personnel to plan and implement educational programs for professional development and continuing education, employees of the College may receive tuition and general fee reimbursement or tuition and fee waiver for credit courses taken as outlined in this policy.

Guidelines:

I. Definitions:

- a. **Eligible Employee:** Faculty or staff member who is employed on a regular, annual renewable appointment (including grant funded) with at least a .5 FTE classification.
- b. **Eligible Adjunct:** Faculty member who has completed an active work assignment within the previous twelve (12) months.

II. Tuition and Fee Waiver for courses taken at Rhodes State College:

- a. Eligibility:
 - i. Course(s) must be taken outside scheduled working hours. If an individual has exhausted all evening or weekend courses applicable to the individual's educational pursuit, the College will consider the request on a case by case basis.
 - ii. Any credit course offered at the College is available to any eligible employee or adjunct.
 - iii. Adjunct may enroll in up to 3 credit hours per semester as long as they have completed a work assignment within the last 12 months
- b. Approval:
 - i. To take a course, employee or adjunct must complete the Employee Tuition and Fee Waiver/Reimbursement Form prior to enrollment.
- c. Tuition and Fee Waiver:
 - i. A completed and approved application, plus satisfactory completion (C or above) of the course, will allow 100% of the employee's or adjunct's tuition and fees to be waived by the College's Business Office. If employee or adjunct does not obtain satisfactory completion of the course, employee or adjunct will be required to reimburse the College any tuition and fees that were waived. Employee or adjunct must submit evidence of having satisfactorily completed course to Human Resources as outlined on the Employee Tuition and Fee Waiver / Reimbursement Form within 30 days of course completion.
- d. Other Financial Aid:
 - i. The completion of a FAFSA form will be required and the College will reimburse the amount of tuition not covered by financial aid. The tuition waiver will be determined after the applicant's eligibility or ineligibility for other financial aid is completed.

- e. Work Commitment:
 - i. Employee or adjunct must continue employment with Rhodes State College throughout the period of educational enrollment.

III. Tuition and Fee Reimbursement for courses taken at other institutions:

- a. Eligibility:
 - i. Course(s) must be taken outside scheduled working hours. If an individual has exhausted all evening or weekend courses applicable to the individual's educational pursuit, the College will consider the request on a case-by-case basis.
 - ii. Employee is responsible for paying tuition and general fees at the time of enrollment.
 - iii. Penalties imposed by the institution of enrollment for irregular enrollment procedures will not be reimbursed.
- b. Approval:
 - i. To take a course, employee must complete the Employee Tuition and Fee Waiver/Reimbursement Form prior to enrollment.
- c. Tuition and Fee Reimbursement:
 - i. Reimbursement will be up to \$3000 for undergraduate courses and up to \$5000 for any graduate courses reimbursed during any calendar year.
 - ii. Only courses applicable toward an approved degree, or related to the improvement of performance in specifically assigned duties, will be approved.
 - iii. Employee must submit evidence of having satisfactorily completed course requirements and a copy of his/her paid tuition and general fee statement (must show tuition and general fee details) to the Office of Human Resources along with signed Employee Tuition and Fee Waiver / Reimbursement Form. General fees include registration fees and technology fees. Other fees and book costs are not eligible for reimbursement. All documents need to be submitted within 30 days after the end of term.
 - iv. Failure to comply with any of the above provisions will result in the applicant losing eligibility for tuition reimbursement.
- d. Other Financial Aid:
 - i. Employees receiving aid under any educational grant or financial aid program will be reimbursed only for the amount of tuition and eligible fees not paid by that program.
- e. Work Commitment:

An employee who receives tuition reimbursement, or reimbursements, agrees to continue to work at the College (current position, similar position, or promoted position) for a minimum of one (1) year after receiving his/her most recent tuition reimbursement. Failure to comply with this provision will result in the employee reimbursing the College for 100% of his/her most recent tuition reimbursement.

The College will deduct tuition reimbursement monies owed to the College from the final pay(s) of an employee who violates the work commitment described in this paragraph.

If an employee is involuntarily terminated by the College (i.e., discharged for cause, laid off, etc.), the above reimbursement provision will not apply.

Related Policies or Procedures:

[Employee Tuition and Fee Waiver / Reimbursement Form](#)

[Tuition Waiver Benefit Policy 2.07](#)

Compliance References:

N/A

History:

	Date:	Reason:
Issued:	09/20/2022	Replaces Employee Education Tuition Reimbursement / Waiver Policy 6.9 last revised on 11/14/2012
Revised:	MM/DD/YY	

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.