

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 339 Tuition Reimbursement

Approved 2-2-17

POLICY:

- (A) In the interest of encouraging and aiding Marion Technical College (MTC) employees to plan and implement educational programs for professional development, the following policy of educational tuition reimbursement is established.
- (B) Employees shall be eligible for reimbursement of the following:
 - (1) Tuition paid for approved credit classes including “out of state” tuition.
 - (2) Special fees paid solely in lieu of tuition for approved credit-by-examination, certification verification, or life experience credit.
 - (3) “Tuition” is defined as general and instructional fees and technology fees.
- (C) Reimbursement of tuition and/or fees shall be subject to the following criteria:
 - (1) The employee must be a regular administrative staff, faculty, or support staff employee.
 - (2) The employee must continue employment with the College throughout the period of educational enrollment and one full year after completion of the program. Regularly scheduled nine- and ten-month employees will be considered as continually employed. If an employee terminates employment before their committed contract, they will be required to pay back the full-reimbursed amount.
 - (3) The course(s) must be taken outside scheduled working hours unless otherwise approved by the area vice president.
 - (4) The employee must be taking courses at a CHEA (Council for Higher Education Accreditation) accredited institution.
 - (5) The employee is responsible for paying all required tuition and fees at the time of enrollment.
 - (6) Lab fees and penalties or extra service charges related to enrollment or course registration imposed by the institution for the convenience of the student will not be reimbursed.
 - (7) Tuition will be reimbursed upon submission of evidence of satisfactory completion of course requirements (“C” or equivalent) or awarded credit hours. Credit-by-exam fee(s) will be reimbursed upon submitting evidence of successful

completion of the exam. Fees for life experience credit or certification verification in lieu of tuition will be reimbursed upon submission of appropriate documentation.

- (8) Employees receiving financial aid, stipends, or other external financial support under any educational grant or aid program will be reimbursed only for the amount of tuition not paid by that program. MTC reserves the right to require the employee to apply for financial aid programs.
 - (9) A maximum of \$5,000 may be reimbursed during the fiscal year (July 1 through June 30). The course completion date will determine the fiscal year applicability.
 - (10) All requests for tuition reimbursement must be approved prior to enrollment by the immediate supervisor, area Vice President, and President.
 - (11) Courses will be approved if they directly relate to (1) performance improvement in assigned duties as reflected in the employee's job description; (2) program/service development or advancement; (3) personal or professional development as described in the employee's performance appraisal; or (4) strategic plan objectives.
 - (12) When all the above requirements are met, full-time employees will be reimbursed for 100% of tuition up to policy limits.
 - (13) The reimbursement rate for regular part-time employees will be prorated, except in cases where the employee is required by the College to further his/her education to meet the requirements of continuing licensure/certification, approving and accrediting agencies, or to advance strategic objectives of the College. In these cases, the employee will be entitled to 100% reimbursement according to the guidelines established herein.
- (C) All professional development fees, exams, certifications, association dues, and travel shall be taken out of each departmental budget. The tuition reimbursement program fund applies to credit classes.

PROCEDURES:

- (A) The employee may begin submitting an application of intent form to the President's Office on March 15 to request funds for the following year. If March 15 falls on a weekend or holiday, the application process will begin the next business day.
- (B) Applications will be accepted from March 15 through March 30. No applications will be accepted after March 30.
- (C) The employee then completes and submits a request for tuition reimbursement form to his/her supervisor:

- (1) The supervisor provides a recommendation by approval or disapproval relative to the application complying with item 11 above.
 - (2) The supervisor submits the application to the area Vice President who approves or disapproves the request for conformity to all other policy stipulations.
 - (3) If approved, the Vice President submits the form to the President for approval. If approved by the President, the form is forwarded to the Office of Human Resources. The Office of Human Resources forwards a copy of the approved form to the employee
- (D) If at any point during the approval process the request for reimbursement form is disapproved, the form is returned to the employee along with the rationale for disapproval.
- (E) Upon completion of course(s), the employee attaches a copy of the grades and tuition payment to the copy of the reimbursement form and submits them to the Office of Human Resources for reimbursement. The Office of Human Resources approves payment and forwards a copy to the Business Office.
- (F) Appropriate documentation must accompany a request for 100% reimbursement for a regular part-time employee. The documentation must state the departmental requirements for the course work.

SELECTION PROCESS:

- (A) The selection process shall be based on the following:
- (1) currently enrolled in a program
 - (2) by the order in which the application of intent was received by the President's Office.

PRIOR APPROVAL DATES: 6-19-01