

	POLICY	Motion No.	EXEC 1013-2022
	Administrative Employee Tuition Reimbursement Program	Effective Date	6/21/2022
		Responsible Department	Human Resources
		Attorney Review / Date	N/A

The College benefits by having a highly trained and educated workforce. Therefore, the College will provide financial resources to encourage administrators to attain for-credit academic credentials that will benefit the College.

To be eligible for reimbursement, administrators must:

1. Have been employed as a full-time administrator at the College for a minimum of 12 months and are not in grant funded positions,
2. Complete for-credit course work from an accredited institution of higher education,
3. Provide justification that the coursework is related to their current job responsibilities or to future job responsibilities that administration feels are necessary to support the College,
4. Attain approval from the administrator's direct supervisor and respective Cabinet member; and
5. Complete the course with a B grade or higher.

Reimbursements of up to 50% of tuition may be requested, however, reimbursements will be dispersed according to demand and budgetary constraints.

Effective Date	Motion Number	Document Author	Description of Change
6/21/2022	EXEC 1013-2022	President / Human Resources	Policy was renamed and rewritten to provide clarification
2/26/2013	EXEC 1001-2013	Human Resources	Initial Release