

# TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

<b>TITLE:</b> Tuition Reimbursement	<b>NUMBER:</b> 04-14AP
<b>AUTHORITY:</b> Florida Statute: 112.313, 1001.64, 1001.65, 1012.855	<b>SEE ALSO:</b> <ul style="list-style-type: none"> <li>• Policy 04-14: Tuition Reimbursement</li> </ul>
<b>DATE ADOPTED:</b> 12/1/97, 12/17/08, 06/15/15, 01/18/19	

## A. PURPOSE

The purpose of this procedure is to set forth the requirements and process for College employees to request tuition reimbursement for non-TCC Courses, in accordance with The District Board of Trustees Policy 04-14, Tuition Reimbursement Non-TCC Courses.

## B. ELIGIBILITY

Contingent upon the availability of funds, employees in established positions who have completed their initial probationary period and are in good standing with the College, may be eligible for tuition reimbursement for college-level courses taken at institutions other than the College for up to six credit hours per semester. Employees that receive scholarship or grant funding are not eligible for reimbursement if the grant/scholarship amount is equal to or greater than the cost of the course.

Such reimbursement shall be prorated based on the full-time equivalent (FTE) of the position held with the College. The College shall not reimburse an employee for application fees, lab fees, books, supplies, or other non-tuition costs.

Employees must use annual leave if they attend classes during their usual work hours unless an alternate work schedule has been approved by the supervisor.

Tuition reimbursement for contract/grant employees is contingent on grant funding and approval of the contract/grant project director.

---

Contingent upon the availability of funds, an annual budget will be established and designated for employee tuition reimbursements. When those funds have been expended for that fiscal year, no more tuition reimbursements will be granted.

The employee will be reimbursed at the average resident credit hour rate for public Florida institutions at the relevant undergraduate or graduate rate if the requested credit hour rate exceeds the average credit hour rate for public Florida institutions.

### C. COURSE ENROLLMENT

Prior to course enrollment, the employee must provide a Tuition Reimbursement Request Form to their supervisor for consideration. This request must include the institution where the course is being offered; the name and number of the course; the projected cost of the course; and an explanation of how the course will improve the employee's knowledge, skills or abilities related to their current position with the College. Prior to submission to Human Resources for final approval, the supervisor must receive all of the above required information and determine that the course is relevant to the employee's current role with the College. The employee's respective Vice President must evaluate the request and if approved, submit request and documentation to Human Resources.

An employee may enroll for the course prior to approval, but *may* not be granted a reimbursement, contingent upon meeting the requirements of Policy 04-14.

Each semester, Human Resources will designate dates for employees to submit applications. Human Resources will process each *complete* request in the order in which they are received during the submission window. If a request is received without proper documentation it will be returned to the submitter and will not be processed until all required documentation is provided.

Each semester, Human Resources will only approve those requests that meet *all* requirements and are submitted before the allocated budget is expended. Others will be notified that they will be placed on a stand-by list that may receive tuition reimbursement if an approved requester does not submit their final required reimbursement documentation and funds are still available.

### D. REQUESTING TUITION REIMBURSEMENT

Upon course completion, the employee must submit a written request for reimbursement, along with the prior supervisory and Vice President approval, evidence of payment of fees and proof of satisfactory completion of the course (earning a grade of C or better), to the Human Resources Office.

If an employee was approved for tuition reimbursement but does not submit required documentation within 30 days of course completion, they will not be reimbursed for tuition.

---

If budgeted funds for tuition reimbursement are available beyond the approved list of employees, Human Resources will notify employees on the stand-by list in the order in which they were added to the list. Such employees must submit a written request for reimbursement, along with the prior supervisory and Vice President approval, evidence of payment of fees and proof of satisfactory completion of the course (earning a grade of C or better), to the Human Resources Office. Reimbursements will be provided contingent upon availability of funding.