



# TUITION REMISSION PROCEDURE FOR UNDERGRADUATE AND POSTGRADUATE COURSEWORK FOR ADMINISTRATIVE, PROFESSIONAL/TECHNICAL, AND CLASSIFIED EMPLOYEES

Procedure: 3.21.9  
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Responsible College Officer:  
Executive Director of Human Resources  
Effective Date: 1/23/13  
Revised Date: 6/26/13  
Original Procedure #: N/A

## REQUIREMENTS/PROCEDURES

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### REQUIREMENTS:

1. Courses taken by employees should be outside normal working hours. On-line and distance learning courses must be pursued during non-work hours. In some circumstances, employees may be permitted to take a course during their work day. In this situation, employees must adjust their work schedule to fulfill their normal work hours per week.
2. Request for tuition remission must be approved by the employee's immediate supervisor and submitted to the Executive Director of Human Resources by March 1 to be considered for the next fiscal year (July 1 – June 30) per budgeted funds available. See attached form.
3. Courses will be approved if they directly relate to assigned duties as reflected in the employee's job description, program/service development or advancement, personal or professional development plan as described in the employee's annual performance appraisal, or strategic plan objectives.
4. Any employee wishing to drop a class(es) must do so during the designated specific add/drop period. Tuition remission will not be provided for any class(es) dropped after that time. If any employee received tuition remission and did not complete the course(s), the employee must reimburse the college as soon as the course has been dropped.
5. At the conclusion of the course, the employee must submit evidence of satisfactory completion of course requirements. Tuition remission will not apply to any class in which the employee receives a failing grade. If the employee receives a failing grade and received tuition remission, the employee must reimburse the college as soon as the grade was received.

### PROCEDURE:

1. The employee completes and submits an Application for Tuition Remission form to his/her supervisor. Note: The entire approval process must be completed by March 1<sup>st</sup>.
2. The supervisor provides a recommendation by approval or disapproval relative to Item 3 above.
3. The supervisor submits the application to the Executive Director of Human Resources who approves or disapproves the request for conformity to all other policy stipulations.
4. The Human Resources Office forwards a copy of the approved/disapproved form to the employee.
5. It is the intent of the College that all remissions will be given during the fall semester for the academic year per budget approval.
6. If at any point during the approval process the request for remission form is disapproved, the form is returned to the employee along with the rationale for denial.
7. Upon completion of course(s), the employee provides a copy of the grade(s) to the Human Resources department to be placed in the employee's personnel file.

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## **RELATED DOCUMENTS**

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1. Application form for tuition remission for undergraduate or postgraduate degrees is attached.



**APPLICATION FOR TUITION REMISSION FOR UNDERGRADUATE OR  
POSTGRADUATE COURSEWORK FOR ADMINISTRATIVE,  
PROFESSIONAL/TECHNICAL, AND CLASSIFIED EMPLOYEES  
FOR FISCAL YEAR \_\_\_\_\_**

Please complete and return this form to your direct supervisor. Available funds will be allocated according to the tuition remission policy and procedure. Deadline for submission is **March 1** to be considered for the next fiscal year (July 1 – June 30).

Employee	
Department	
Tuition Amount Sought	\$

**Names of Courses and the term in which they will be taken:**

Course Title:	Term:

Name of University:	
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**Please check if courses are directly related to:**

- Assigned duties as reflected in job description.
- Program/service development or advancement.
- Personal/professional development plan as described in annual performance review.
- Strategic plan objective.

**Level of degree being sought:**  Bachelor  Master  Doctorate

**Signatures Required:**

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Executive Director of HR \_\_\_\_\_ Date \_\_\_\_\_

**Tuition amount approved** \_\_\_\_\_ **Date** \_\_\_\_\_

- Original form is to remain in employee's personnel file.
- Approved copy forwarded to employee.