

## Tuition Reimbursement Application

Tuition reimbursement funding is used to reimburse employees for the cost of tuition for classes taken at regionally accredited institutions. The classes must be related to maintaining or improving employee skills.

### Eligibility

Any full-time employee is eligible to make application for participation in the Plan. Employees under current disciplinary actions may be suspended from participation in the Plan.

### Maximum Reimbursement

The College will reimburse an employee up to the maximum per year as outlined in the *Policy and Information Manual* and SSEA Agreement for approved classes. The tuition reimbursement shall be made in the order of the approval of classes until the fund is exhausted.

### Application to Participate

Employees must apply for approval for a specific class at least fourteen (14) days before it begins. The amount of tuition reimbursement shall be based on the amount of tuition expense **incurred by the Employee** and will be made within fourteen (14) days of the submission of the official verification that the class was completed with a passing grade and verification of the cost of tuition.

### G. Reimbursement

The tuition reimbursement must be approved in advance by the College. The employee is to pay all the expenses connected with a class prior to applying for reimbursement. Upon satisfactory completion of the class and in accordance with the provisions that follow, the College will reimburse the employee for tuition.

1. Classes must be taken at an accredited institution.
2. The class must be completed within 60 days of the estimated completion date unless the President approves special dispensation.
3. The request for the reimbursement should be presented within 60 days following completion of the class.

4. Certification from the educational institution that the class has been satisfactorily completed is required, and is to be submitted with the request for refund. Satisfactorily means a grade of at least a "C" or its equivalent for all degree levels.
5. Verification of the cost of tuition is to be submitted with the request for refund. Please note fees associated with a particular class will not be reimbursed by the College. This includes lab fees, technology fees, late fees, book fees, etc.
6. If the employee has been or will be the recipient of educational assistance (other than loans) from the government or from any other institution(s), the total of the payment or any part of it which duplicates Southern State Community College's reimbursement will be deducted from the total covered cost to which the reimbursement amount is applied.

H. Rearrangement of Work Schedule

When classes are available to employees only during regular working hours of work, or where travel is required during working hours to reach classes, employee work schedules may be rearranged if such rescheduling does not interfere with the normal operations of the department. Such rescheduling is provided when practical to accommodate voluntary educational pursuits of the employee. Time outside of the rescheduled hours of work is non-working time and is to be used at the discretion of the employee. Since the rearranged work schedule becomes the normal hours of work during the term of the class, class attendance (and travel) outside of the rescheduled hours of work is not required or monitored by the College.

For non-exempt employees, rearranged schedules must be planned so that actual hours of work do not exceed the number of hours normally scheduled per day or 40 hours per workweek. Rescheduling should not be permitted if it would result in the payment of overtime for relief help where a position must be manned. To avoid discontinuity of work duties, rearranged scheduling should not exceed 6 hours per week.

I. Tax Liability

As of January 1, 1984, the Internal Revenue Service ruled that all educational assistance paid to employees over \$5,250 per year is taxable income and will be subject to withholding for any applicable income taxes.

J. Payback Plan

Employees who receive tuition reimbursement must be continually employed with the College for at least one full academic year after the last date of reimbursement. Any employee who leaves prior to one year will repay the tuition reimbursement to the College on a prorated basis.

**TUITION REIMBURSEMENT REQUEST**

**(Form must be completed and submitted for approval 14 days before a course begins)**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

College/University attending: \_\_\_\_\_

Course title/number: \_\_\_\_\_  
\_\_\_\_\_

Term began: \_\_\_\_\_ Course grade: \_\_\_\_\_  
(please include/attach certification)

Term ended: \_\_\_\_\_

Date course was completed: \_\_\_\_\_

Applied to a degree? Yes\_\_\_ No\_\_\_

Cost of Course \$\_\_\_\_\_ per credit hour = \$\_\_\_\_\_ (TOTAL COST)

Hours completed: \_\_\_\_\_ Academic Field: \_\_\_\_\_

Degree program in which currently enrolled: \_\_\_\_\_

I have been provided a written copy of the Southern State Community College Tuition Reimbursement Benefit. I realize that should I leave the College, I will be responsible to repay Southern State Community College for any tuition reimbursement as outlined in the Tuition Reimbursement Procedures.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

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\_\_\_ Approved

\_\_\_ Not Approved

Supervisor approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment of tuition reimbursement will be made upon submission of proper documentation.**

**Proper documentation showing successful completion of the course(s) should be submitted along with receipts for tuition no later than 60 days after the course(s) is completed, and given to the Human Resource Department who is responsible for processing.**

Original to Human Resource Department  
Copy to Employee