



QUICK SURVEY RESULTS **Educational Reimbursement Policies**

July 1, 2024

A total of 16 colleges/districts responded to ICCTA's Quick Survey on EDUCATIONAL REIMBURSEMENT POLICIES.

1. DOES YOUR INSTITUTION OFFER TUITION AND/OR FEES REIMBURSEMENT TO EMPLOYEES WHO ARE COMPLETING A BACHELOR'S, MASTER'S, OR DOCTORAL DEGREE?

Yes – 16

- Danville
- DuPage: Full-time employees and their eligible dependents may take credit classes through the College, paying one-third of in-district rates plus all fees.
- Harper
- Heartland
- Illinois Valley
- Joliet
- Kankakee
- Kishwaukee
- Lake County
- Lake Land
- Oakton
- Richland: We have entered into reimbursement agreements with employees in an effort advance an effort to recruit/grow an employee into a difficult to hire position.
- Sauk Valley
- Spoon River
- Triton
- Waubonsee

No – 0

2. IF YES, DO YOU OFFER TUITION REIMBURSEMENT FOR BOTH FULL-TIME AND PART-TIME EMPLOYEES?

Both full-time and part-time employees – 5

- DuPage, Harper, Kishwaukee, Lake County, Oakton

Full-time employees only – 10

- Danville, Heartland, Illinois Valley, Joliet, Kankakee, Lake Land, Sauk Valley, Spoon River, Triton, Waubonsee

Part-time employees only – 0

Other – 1

- Richland We have only engaged in this process on a case-by-case basis.

3. WHAT EMPLOYEE CLASSIFICATIONS ARE ELIGIBLE FOR TUITION REIMBURSEMENT (I.E., CLASSIFIED, PROFESSIONAL, ADMINISTRATIVE)?

- Danville All full-time employees
- DuPage Classified, Managerial, Administrative, Faculty, Adjunct Faculty
- Harper Classified, facilities, police officer, police civilians, professional technical, supervisory/managers, administrators, faculty
- Heartland Regular full-time employees (includes Administrative, Classified, Pro-Tech, Full-time Faculty)
- Illinois Valley All -- as long as it applies to their job (see below) Board Policy 03.29 and related procedure
- Joliet Full time administrators and professional staff, full time support staff non-union, as well as our Technical Office Support Staff Council Union.
- Kankakee All three -- classified, professional, administrative
- Kishwaukee Administrative, Professional (including grant funded), Grant Funded Support Staff Confidential, Faculty, Support Staff and Part-Time Benefited (75% FTE and higher) Staff
- Lake County All employee classifications are eligible
- Lake Land All
- Oakton Classified, faculty and administrator/professional
- Richland Only on case-by-case basis.
- Sauk Valley All full-time classifications
- Spoon River Classified, Professional Support, Faculty, Administrators
- Triton All full-time employees: Faculty, Administration, Mid-Management, Classified, Police, Engineers, Non-Bargained (Exempt and Confidential).
- Waubonsee All Full-Time employees are eligible for tuition reimbursement.

4. DOES YOUR INSTITUTION REQUIRE THE EMPLOYEE TO REIMBURSE YOUR INSTITUTION IF THEY LEAVE BEFORE "X" NUMBER OF YEARS? IF SO, PLEASE NOTE THE NUMBER OF YEARS.

Yes -- 6

- Danville 2 years
- Joliet One year after receipt of funds for tuition reimbursement.
- Kishwaukee 2 years for those not covered by a CBA
- Richland In the most recent case, it was three years.
- Spoon River 12 months
- Triton Varies by employee group. Administration = 1 year.

No -- 9

- Harper
- Heartland No, but tuition reimbursement benefits are available to regular full-time employees AFTER one year of employment.
- Illinois Valley
- Kankakee
- Lake County
- Lake Land
- Oakton
- Sauk Valley
- Waubonsee

5. PLEASE PROVIDE A COPY OF YOUR EDUCATIONAL REIMBURSEMENT POLICY.

Colleges providing reimbursement policies – 10

- Danville, Heartland, Illinois Valley, Joliet, Kankakee, Kishwaukee, Lake County, Lake Land, Spoon River, Waubonsee

Colleges without reimbursement policies -- 3

- Harper We do not have a policy. Reimbursement falls under our professional development dollars.
- Oakton We don't have a policy. It is reflected in different CBA's
- Triton Varies - this is included in each employee group collective bargaining agreement.

6. PLEASE SHARE ANY ADDITIONAL FEEDBACK REGARDING YOUR INSTITUTION'S EDUCATIONAL REIMBURSEMENT POLICY.

- DuPage: Adjunct Faculty shall be eligible to enroll themselves in two (2) classes for credit offered by the College and receive a two-thirds tuition waiver in the academic term in which they are assigned or the term immediately following. Adjunct Faculty shall be eligible to enroll their income tax dependents in two (2) classes each for credit offered by the College and receive a two-thirds tuition waiver in the academic term in which the member is assigned or the term immediately following. The participation of such member or their income tax dependent in any course shall not permit such course to be conducted if it would otherwise be cancelled for lack of sufficient paid enrollment.
Employees and their eligible dependents may take credit classes through the College, paying one-third of the in-district rates plus all fees.
- Illinois Valley: Tuition Reimbursement
IVCC will reimburse a full-time employee up to a maximum of \$1,000 per fiscal year for continuing education through an accredited program that either offers growth in an area related to his or her current position or that may lead to promotional opportunities. This education may include college credit courses, continuing education unit courses, seminars and certification tests that are job-related.
An employee must secure a passing grade of "B" or above to receive any reimbursement. Expenses must be validated by receipts and a copy of the final grade.
- Triton: Part-time and full-time employees can take Triton classes for free or greatly reduced cost.

For more information, please contact:

Illinois Community College Trustees Association

401 E. Capitol Avenue, Suite 200 • Springfield, IL 62701 • 217-528-2858 • www.communitycolleges.org



Danville Area Community College

4001.2 Additional Education (<https://dacc.edu/board/policies/4001.2>)

Danville Area Community College wishes to encourage its employees to continue to improve their knowledge and skills. The College will provide for that opportunity subject to the following provisions.

Tuition Waiver

Full-time employees are eligible to enroll and have the standard in-district tuition rate, technology/activity fees, and course fees waived for any Danville Area Community College credit course for which they are qualified. Continuing part-time employees are eligible to enroll and have the standard in-district tuition rate, technology/activity fees, and course fees waived up to six (6) credit hours per semester. Part-time faculty who are teaching at least three credit hours are eligible to enroll and have the standard in-district tuition rate, technology/activity fees, and course fees waived up to six (6) credit hours per semester during the semester in which the part-time faculty member is teaching. As part of the College Wellness program, full-time and continuing part-time employees are eligible to have the Fitness Center and Group Fitness continuing education course fees waived. Retirees are also eligible to have the Fitness Center and Group Fitness tuition and fees waived. Some courses carry higher tuition rates but tuition waivers for those courses are limited to the standard in-district tuition rate. Additional costs such as books, IncludEd fees, etc. are not eligible for tuition waivers.

A spouse and dependents of full-time employees are eligible to enroll and have the standard in-district tuition rate waived for any Danville Area Community College credit course for which they are qualified. A dependent child is defined as the natural or adopted child of the employee or the employee's spouse and 26 years of age or under. Course fees are NOT waived for dependents. Where courses carry higher tuition rates, tuition waivers for those courses are limited to the standard in-district tuition rate. Additional costs such as books, IncludEd, fees, etc. are not eligible for tuition waivers.

In the event of the death of a full-time employee, the employee's spouse and/or dependents are eligible to enroll and have the standard in-district tuition waived for any DACC credit course for which they are qualified. This benefit may continue for up to three (3) academic years following the death of the employee. Additional costs such as books, fees, etc. are not eligible for tuition waivers.

Tuition waiver forms, which are available in the Human Resources Office and on the DACC website, must be completed before the class begins.

Degree credit classes taken through the Corporate and Continuing Education Department are eligible for tuition waiver at the discretion of the Executive Vice President for Instruction and Student Services.

The Tractor/Trailer Driver Training and CDL programs are not eligible for tuition waivers.

Tuition Reimbursement

Full-time and continuing part-time employees may request consideration for remuneration by either reimbursement or advance payment of tuition expenses, books and fees at an accredited four-year institution for classes not available through Danville Area Community College. Prior approval by the

respective supervisor and the Vice President, Human Resources and Labor Relations, and evidence of successful completion and expenses are required.

Effective July 1, 1982, College reimbursement will not be granted for additional training or credits earned which qualifies the faculty member for a new assignment or position.

No reimbursement will be provided for credit or training which is obtained at College expense or which conflicts with a day of service, as defined by Board Policy 4013.

Full-time faculty members who meet the requirements for salary range advancement will be granted as indicated in the current applicable collective bargaining agreement. See also Board Policy #4051.

Procedure

Effective July 1, 2023 the following will occur:

The College will provide up to \$3,000 per fiscal year (July 1- June 30) to an employee engaged in achieving a higher education. An employee may request reimbursement of expenses incurred or an employee may request an advance payment to assist in covering costs. The allowable \$3,000 per fiscal year will include tuition, required fees and books. Receipts for all costs must be submitted to the College.

Reimbursement

Tuition reimbursement forms must be completed prior to the beginning of the class and are available on the DACC website. An estimate of the actual cost should be included on the form. Within 30 days of the course completion date as indicated on the original form, the employee should submit documentation for reimbursement. A request for payment, record of the passing grade and original receipts for all costs for tuition, course fees and required books must be submitted to the Human Resources office for consideration of reimbursement.

Advance Payment

An employee may request an advance payment to assist with the costs of tuition, required fees and books. The employee must provide and sign a completed education advance request form. The form must be completed in full with the requested detailed information. Within 30 days of the course completion date, the employee must provide documentation to include the passing grade and original receipts for the tuition, required fees and books. Any advance payment amount not used for reasons listed above, must be reimbursed to the College. If an employee fails to provide the information within 30 days of the course completion date, the employee will be required to reimburse the College for the advance payment through payroll deduction up to six months. In the event an employee leaves employment at the College within two years of receiving tuition reimbursement or advanced payment, the employee will be required to repay the amount paid to the College on a pro-rated monthly basis.

Other Education

Participation in pre-approved seminars, workshops, or training sessions for instructors teaching in vocational/technical programs will be equated on the basis of one (1) semester credit hour for each fifteen (15) contact hours. To be approved, these seminars, workshops, or training sessions must cover subject matter not normally available in regular university courses.

In the case of pre-approved seminars, workshops, or training sessions related to a faculty member's current assignment or anticipated assignment, satisfactory written evidence of successful completion verified by the presenter(s) of the seminars, workshops or training sessions must be submitted within ninety (90) days of completion to the Executive Vice President for Instruction and Student Services for final consideration.

Adopted Date

07-28-1992

Revised Date

08-31-1994

06-25-1996

03-26-2002

10-28-2003

11-15-2005

08-21-2007

08-24-2010

09-20-2012

02-09-2015

10-27-2015

03-28-2017

09-28-2017

11-16-2017

12-19-2019

04-27-2023

Heartland Community College

Regular full-time, non-faculty employees are eligible to receive reimbursement for undergraduate and graduate course work taken at a regionally accredited four-year institution, pursuant to the following guidelines:

Only course work that commences after an employee has completed one year of uninterrupted, full-time employment at Heartland Community College is eligible for reimbursement.

Advance approval by supervisor is required.

Course work is reimbursed up to \$3,000.00 per fiscal year.

To be eligible for reimbursement, employees must complete the course and receive:

- a grade of "C" or better for undergraduate work; or
- a grade of "B" or better for graduate work; or
- credit for continuing hours required during the dissertation phase of advanced degree work.

No reimbursement is permitted for courses taken at another institution that duplicate courses offered at Heartland Community College.

All course work must be completed and all documentation (transcripts and proof of payment) must be submitted while the employee is still employed by the College.

Those employees seeking a degree must submit a comprehensive plan of study for the degree program. This plan of study will remain on file. An updated plan of study is required if any program changes are made.

Employees seeking to take course work outside of a formal degree program for professional development must obtain approval from their supervisor. Course work must benefit both the employee and HCC.

To apply for tuition reimbursement, employees should complete a Tuition Reimbursement Form prior to commencing the course.

Illinois Valley Community College Board Policy

Subject: **Tuition Policies**

Effective Date: **10/19/2010**

Last Reviewed: **10/15/2021**

Number: **03.29**

Last Revised: **10/15/2021**

Tuition Waiver/Reimbursement

Tuition for an IVCC credit course(s) will be waived for all full-time employees, their spouses, a party to a civil union and dependent children and dependent step-children of full-time employees, and retirees (all college retirees covered under SURS), spouses, a party to a civil union and dependent children and dependent step-children of retirees.

All full-time employees will be eligible for up to \$1,000.00 tuition reimbursement per fiscal year for coursework at an accredited college.

Illinois Valley Community College Procedure

Subject: **Tuition Policies**

Effective Date: **10/19/2021**

Last Reviewed: **10/06/2021**

Number: **03.29.00**

Last Revised: **10/18/2021**

Tuition Waiver (Employee/Dependent/Retiree/Spouse)

Tuition for an IVCC credit course(s) will be waived (fees must be paid) for all full-time employees, their spouses and dependent children (as defined by the IRS and are under the age of 25); and retirees (all college retirees covered under SURS), including spouses and dependent children of retirees. Dependent children of deceased employees or deceased retirees qualify for the tuition waiver, as long as the dependent children meet the IRS definition of a dependent and are under the age of 25. Spouses of deceased employees or deceased retirees qualify for the tuition waiver.

Dependents of an employee are eligible for the tuition waiver if the employee's employment began prior to the 10th day of the semester.

An employee may attend class during his or her regularly scheduled work hours only with prior approval from the supervisor. Flextime is available for employees at IVCC as long as they meet all office needs and total work hours.

Tuition for regular part-time employees, other than student workers, will be waived on the following basis:

1. Any part-time employee who regularly works 10 or more hours per week or who teaches a credit course may take one class for each semester employed. Time limit: Employee has one full year from the beginning date of the semester of employment to enroll in a course.
2. For purposes of this policy, summer term is included as a semester.

First Responder Classes

Tuition and fees will be waived for all full-time and part-time support staff and administrators for attending IVCC First Responder classes. This will be in addition to tuition waiver as outlined above. Employees may attend during normal work hours and will not be required to make up work hours.

Professional Development Course Enrollment

Employees may enroll free of charge in IVCC courses for professional development as approved by their supervisor.

Tuition Reimbursement

IVCC will reimburse a full-time employee up to a maximum of \$1,000 per fiscal year for continuing education through an accredited program that either offers growth in an area related to his or her current position or that may lead to promotional opportunities. This education may include college credit courses, continuing education unit courses, seminars and certification tests that are job-related.

An employee must secure a passing grade of “B” or above to receive any reimbursement. Expenses must be validated by receipts and a copy of the final grade.

To receive reimbursement for educational expenses, employees should follow the procedures listed here:

- Prior to enrolling in an educational course, the employee must provide his or her manager with information about the course for which he or she would like to receive reimbursement and discuss the job-relatedness of the continuing education.
- A tuition reimbursement request form should be completed by the employee, and the appropriate signatures obtained.
- A copy of the tuition reimbursement request form must be submitted to HR. The employee will maintain the original until he or she has completed the educational course.
- Once the course is successfully completed, the employee should resubmit the original tuition reimbursement request form with the reimbursement section filled out, including appropriate signatures, as well as receipts and evidence of a passing grade.

The HR department will coordinate the reimbursement with the finance department.

Joliet Junior College

Institutional Procedure 02.04.19.00

The Joliet Junior College tuition reimbursement program provides eligible employees with the opportunity to obtain, maintain or improve job-related or career-related skills and competencies through participation in a course of study at an accredited college or university. Each calendar year (January 1 to December 31), the tuition reimbursement award is a maximum of \$2,500 to cover qualified tuition, books and fees for college/university Bachelors, Masters or doctorate programs; or a required certification directly related to the employee's job. Employee Eligibility Tuition reimbursement is available to full-time Administrators and Professional Staff. Employees must have one (1) year of continuous service to the College to be eligible. Employees must be in good standing and not on any type of performance warnings or performance improvement plan during the previous 12-month period. School Eligibility Eligible coursework must be taken at an accredited college or university (by Higher Learning Commission or equivalent). Course Eligibility Approved courses must be in one or more of the following categories:

- Courses which contribute to professional development.
- Courses which provide job-related information or skills.
- Courses in a recognized degree program.

OR

Professional certification – Programs leading to professional certification in a specific job-related field or professional discipline. Must provide the employee with the skills, knowledge and competencies applicable to their current position.

Academic courses for career development – Undergraduate and graduate level courses taken as part of a career development program which provide the employee with the skills, knowledge and competencies which can be applied to and/or support specific career development plans.

Graduate programs – Job-related graduate level academic programs which provide the employee with the skills, knowledge and competencies that are specifically applicable to his/her current position.

Instructions

- Complete the pre-approval form and attach descriptive information regarding the course(s) or degree program you wish to enter.
- Degree program/course requests must be approved by the supervisor, Dean/Director, Cabinet Administrator, and Human Resources prior to the course start date and registration for the course.
- Allow at least two weeks for the approval process to take place, keeping registration deadlines in mind. Incomplete or inaccurate information will result in delays and may prevent approval.
- Employees are responsible for ensuring that management takes action on the request until it reaches Human Resources. Employees will be notified upon Human Resources approval of request.

Requirements for Reimbursement

- Upon completion of the course, submit evidence of completion, typically in the form of an official transcript or certificate of completion to the HR department within 30 days of course completion.
- For credit bearing courses, employee must receive a grade of “C” or better. Proof of course cost by itemized statement and tuition payment by copy of receipt, credit card or bank statement will also be required.
- Upon submission of a complete packet, the HR department will initiate a check request to Business Auxiliary Services (Accounts Payable), which will reimburse the employee in accordance with the prior approval.
- Employees must remain employed with the College for one (1) full year after receipt of funds for tuition reimbursement or they will be required to repay the funds to the College.
- If the employee intends to leave the College prior to one (1) year from the final disbursement date, funds will be collected from final paycheck. The employee must contact Human Resources prior to their last day of employment to confirm repayment arrangements.

Kankakee Community College

<https://acrobat.adobe.com/id/urn:aaid:sc:US:8f2380ed-c0bb-4aa4-96a8-dce30c3f1e4f>

Full-time employees may receive reimbursement for costs of courses taken at regionally accredited colleges and universities to aid in their professional development. Late fees are not reimbursable. The maximum reimbursement per college year is for twelve semester hours credit (or its equivalent) or \$1,975 whichever is less, for staff and faculty. The date on which the course begins determines the fiscal year from which the \$1,975 is charged. Approval should be received prior to enrollment in the course(s), and a reimbursement claim must be completed and submitted at the conclusion of the course(s). It is preferred that courses be taken at an Illinois state university. All reimbursable courses must be taken at a regionally accredited institution and be completed with a grade of "C" or better ("B" or better for postbaccalaureate courses). Work-related courses taken through KCC's Corporate and Continuing Education Division also could qualify for this reimbursement, if approved prior to enrollment. Full-time staff should submit an application for reimbursement at least two weeks prior to the start of the course for which reimbursement is requested. The primary criterion for approval of reimbursement is the extent to which the course contributes to the development of the professional skills of the individual allowing him/her to make a more effective contribution to the college. If the request for reimbursement is denied, the denial will be made in writing. To obtain reimbursement, the employee must submit a copy of the grade report or an official transcript and a receipt for paid tuition, along with the required form.



https://kish.edu/about/leadership/board/policy-manual/_pdfs/ch2/2.13.29.pdf

CHAPTER 2	SECTION NO.
College Personnel – Personnel General	2.13
REFERENCE	<i>Adopted: October 12, 2010</i>
2.13.29 Tuition Reimbursement	<i>Reviewed: October 12, 2010; February 14, 2017; February 20, 2018, October 17, 2023</i>
	<i>Revised: February 14, 2017; February 20, 2018, October 17, 2023</i>

The Board of Trustees recognizes the importance of life-long learning for College employees and, thus, provides support and recognition of staff who work to enhance their academic credentials and knowledge. The College will reimburse eligible employees for the cost of tuition (not fees) for the successful completion of prior approved coursework or equivalent study at other institutions, not to exceed the Board approved amount for the fiscal year.

This policy will be administered consistent with the College’s collective bargaining agreement obligations when applicable. Any exceptions to the listed tuition reimbursement policy for non-bargaining unit employees would require written approval by the Board of Trustees and/or the College President. This policy shall apply to all administrators, including the President, unless specific benefits are specified in the President’s employment contract, in which case the contract supersedes.

Administrators, Professional Staff and Grant Funded Professional Staff

- The employee must be employed in a full-time position (100% fte) or part-time (75% fte to 90% fte) benefit eligible position for 12 consecutive months prior to seeking tuition reimbursement. Employees working less than 75% fte are ineligible for tuition reimbursement.
- The employee shall be reimbursed for pre-approved credit course work for a maximum of 9 credit hours per fiscal year at an educational institution other than Kishwaukee College when part of an approved undergraduate or graduate degree program or coursework specifically requested by a supervisor. The program or credit courses must be pre-approved in writing by the appropriate Senior Leadership Team member, the President and the Executive Director of Human Resources. Reimbursement for courses in a graduate program will be based on the current in-state rate for applicable graduate tuition at Northern Illinois University. Reimbursement for undergraduate coursework will be based on the current in-state rate for applicable undergraduate tuition at Northern Illinois University.
- The employee must continue to work for the College for two (2) consecutive years of full-time employment immediately following the tuition reimbursement payout date or the employee must reimburse the College according to the following scale: An employee who works for less than (one) 1 year of consecutive employment following the tuition reimbursement payout date must reimburse 100% of the tuition reimbursement received; An employee who works for at least one (1) year of consecutive employment but less than two (2) years of consecutive employment following the tuition reimbursement payout date must reimburse the College 50% of the tuition reimbursement received.

Faculty - KCEA

Shall be reimbursed for pre-approved credit course work at an educational institution other than Kishwaukee College as per the KCEA collective bargaining agreement.



Kishwaukee College Board of Trustees Policy Manual – 2.12.29 (Tuition Reimbursement - Page 2 of 2)

Support Staff – KCSS

Shall be eligible for tuition and fee reimbursement for pre-approved credit coursework at an educational institution other than Kishwaukee College as per the KCSS collective bargaining agreement.

Confidential Staff, Grant Funded Support Staff and Part-Time Benefited Staff

- The employee must be employed in a full-time (100% fte) or part-time (75% to 90% fte) benefit eligible position.

Employees working less than 75% fte are ineligible for tuition reimbursement.

- The employee shall Shall be reimbursed for pre-approved credit course work at an educational institution other than Kishwaukee College in an amount consistent with the KCSS collective bargaining agreement. The credit courses must be pre-approved in writing by the appropriate Senior Leadership Team member and the Director of Human Resources, the course must be completed with a “C” or better or in the case of a post-baccalaureate course, with a grade of “B” or better.

College of Lake County

There are four Board policies that outline either tuition reimbursement (external colleges) or tuition waiver (CLC courses). Policies 227, 529, 640, 947.

Link to policy manual on the website: <https://www.clillinois.edu/aboutclc/policies---legal-notice>

TUITION REIMBURSEMENT

Administrative and professional personnel shall be eligible for reimbursement for college coursework or noncredit programs or seminars selected or designed for the purpose of improving the individual's competence and effectiveness to the institution. Funding of this program for administrative and professional personnel shall be limited to an amount equal to the maximum rate of reimbursement established by the Board of Trustees for tuition reimbursement for each individual.

Administrative and professional personnel selecting noncredit programs or seminars shall be subject to the following guidelines:

01. A written request shall be submitted to the immediate supervisor and the appropriate vice president for approval, prior to enrollment.
02. The major criterion for approval shall be that the seminar or program contribute to the professional development of the individual as it pertains to his/her position.
03. The Board shall reimburse administrative and professional staff members for the actual and receipted cost of tuition, course fees, and required registration fees up to the annual maximum rate established by the Board.
04. Reimbursement will be processed upon submission of a certificate of successful completion of the seminar or program and a receipt.
05. A separate check shall be issued as tuition reimbursement. Persons no longer employed by the College of Lake County at the time of the payment date shall not qualify for reimbursement.

Administrative and professional personnel selecting traditional college coursework shall be subject to the following guidelines:

01. The course must be offered by a regionally accredited institution.
02. A written request shall be submitted to the immediate supervisor and the appropriate vice president for approval, prior to enrollment.

TUITION REIMBURSEMENT (Continued)

03. The major criterion for approval shall be that the course contribute to the professional development of the individual as it pertains to his/her position.
04. The Board shall reimburse administrative and professional staff members for the actual and receipted cost of tuition, *course fees*, and required laboratory fees paid at an accredited institution of higher learning up to the annual maximum rate established by the Board.
05. Reimbursement will be processed upon submission of a copy of the transcripts or grade report documenting that the employee has received at least a grade of "C" or equivalent, and a receipt.
06. If the employee is taking coursework under the auspices of a scholarship or grant which is paying for his/her full tuition, the College shall not be obligated to duplicate that tuition amount. If the scholarship or grant does not cover the entire cost, then the College of Lake County shall be obligated to pay the difference within the limits established by the tuition reimbursement policy.
07. A separate check shall be issued as tuition reimbursement. Persons no longer employed by the College of Lake County at the time of the payment date shall not qualify for reimbursement.

Adopted	02/13/73
Amended	04/23/74
Amended	02/28/78
Amended	03/27/79
Amended	10/27/81
Amended	08/25/87
Amended	07/19/88
Amended	08/07/07

TUITION REIMBURSEMENT/SELF-IMPROVEMENT PLAN

The College of Lake County may reimburse full-time classified employees for the actual and receipted cost of tuition and course fees up to the maximum as established by the Board of Trustees.

Effective fall semester 2007, the tuition reimbursement benefit shall be extended to part-time classified employees on a pro-rata basis. (For example, part-time classified employees whose regular work schedule is 20 hours per week would be eligible for up to \$2,500 in tuition reimbursement per year.)

Conditions of Approval

01. The employee holds an associate degree or higher.
02. The credit courses are not offered at the College of Lake County or an affiliated community college.
03. A written request is submitted to the immediate Administrative supervisor for approval prior to enrollment in the course.

Payment shall be made upon completion of a course in which the individual has received at least a grade of "C" or equivalent. The individual must be employed by the College of Lake County at the time of payment date to qualify for reimbursement.

If the employee is taking coursework under the auspices of a scholarship or grant that is paying for his/her tuition, the College shall not be obligated to duplicate that tuition amount. If the scholarship does not cover the entire cost of tuition, the College of Lake County shall then be obligated to pay the difference within the limit established by the Tuition Reimbursement Policy.

Adopted	06/07/71	Amended	03/25/80
Amended	01/23/73	Amended	08/25/81
Amended	07/22/75	Amended	01/25/83
Amended	03/30/76	Amended	02/28/84
Amended	07/26/77	Amended	07/19/88
Amended	03/21/78	Amended	08/07/07
Amended	07/25/78		

TUITION REIMBURSEMENT PLAN

The College of Lake County may reimburse full-time specialists for the actual and receipted cost of tuition and course fees up to the maximum as established by the Board of Trustees.

Effective fall semester 2007, the tuition reimbursement benefit shall be extended to part-time specialist employees on a pro-rata basis. (For example, part-time specialist employees whose regular work schedule is 20 hours per week would be eligible for up to \$2,500 in tuition reimbursement per year.)

Tuition reimbursement shall also be subject to the following conditions:

Credit-Bearing Courses

01. The College may reimburse specialists for the actual and receipted cost of tuition and course fees for credit-bearing courses that contribute directly to the performance of the person in his/her assignment at the College provided that a written request is submitted and approved by the immediate supervisor and the appropriate Vice President prior to enrolling in a course. If the immediate supervisor does not approve such request for reimbursement, he/she shall furnish, in writing, a legitimate institutional reason for withholding approval.

In order to be eligible for reimbursement, courses must be taken at a regionally accredited institution and must not be offered by the College of Lake County.

or

02. If courses do not contribute directly to the performance of the person in his/her current job assignment, reimbursement may be approved only under the following conditions:
 - A. Courses are credit-bearing courses from a regionally accredited institution.
 - B. The courses and program of study are a part of an approved career path which may eventually qualify a specialist for another position at the College.

TUITION REIMBURSEMENT PLAN (Continued)

- C. The specialist must prepare a written proposal citing the educational program he/she wishes to pursue as well as the career path for which he/she intends to prepare. Such plan shall also specify the intended course load to be taken as well as when the course(s) shall be taken. The course load and timing of the course offerings shall be subject to the approval of the specialist's administrative supervisor. If the load and timing requests are approved by the administrative supervisor indicating that such issues shall not interfere with the specialist's ability to perform his/her current job successfully, the career path proposal shall be subject to subsequent approval by the Director of Personnel (or designee) and the appropriate Vice President. All approvals must be received, in writing, prior to the specialist enrolling in courses and/or the academic program of choice.
- D. To ensure timely processing of career path proposals, such proposal shall be submitted at least thirty (30) days prior to the specialist's anticipated registration/enrollment date. Once a career path proposal receives the required approvals, an alternative career path shall not be approved for a period of one (1) full academic year from the date of the previous career path proposal's approval.
- E. In order to be eligible for reimbursement, courses must not be offered by the College of Lake County.

In all cases, payment shall be made only upon completion of an approved course in which the individual has received at least a grade of "C" or equivalent. The individual must be employed by CLC at the time of payment date to qualify for reimbursement.

If the employee is taking coursework under the auspices of a scholarship or grant that is paying for his/her tuition, the college shall not be obligated to duplicate that tuition amount. If the scholarship does not cover the entire cost of tuition, the College of Lake County shall then be obligated to pay the difference within the limits established by the Tuition Reimbursement Policy.

TUITION REIMBURSEMENT PLAN (Continued)

Employees may be allowed, with the approval of their supervisor, to attend classes during their working hours, but the time shall be made up. One class per term, or the equivalent in time of three (3) one credit hour courses, shall be the limit for an employee to attend during working hours.

Seminars and Programs

Specialists may be reimbursed for the receipted cost of tuition and fees required for seminars and programs that contribute directly to the performance of the specialist in his/her current job assignment. Reimbursement for such programs and seminars shall be paid up to the maximum Board approved portion of the tuition reimbursement designated for this specific purpose.

Prior approval must be received by the appropriate administrative supervisor before specialists may enroll in programs and seminars.

Adopted	04/23/74	Amended	08/25/87
Amended	10/26/76	Amended	07/19/88
Amended	07/25/78	Amended	01/17/89
Amended	06/24/80	Amended	01/25/94
Amended	01/25/83	Amended	08/07/07

947 TUITION WAIVER

Each full-time non-bargaining unit employee, his/her spouse/domestic partner, and/or dependent children twenty-three (23) years of age or younger shall be eligible to enroll, tuition free, in qualified credit courses offered by the College. This benefit does not include a waiver of any fees such as the required student activity, laboratory, or registration fees. Tuition waiver shall be limited to thirty-six (36) credit hours per individual per twelve (12) month period beginning with the fall semester.

Full-time non-bargaining unit employees shall be allowed, with the approval of their supervisor, to attend classes during their working hours, but the time must be made up. One (1) class per semester, or the equivalent in time of three (3) one-credit hour courses, shall be the limit for an employee to attend during working hours.

Each board approved part-time non-bargaining unit employee, his/her spouse/domestic partner, and/or dependent children twenty-three (23) years of age or younger shall be eligible to enroll, tuition free, in qualified credit courses offered by the College. This benefit does not include a waiver of any fees such as the required student activity, laboratory, or registration fees. Tuition waiver shall be limited to eighteen (18) credit hours per individual per twelve (12) month period beginning with the fall semester.

Eligibility requirements for this policy and a list of the qualified credit courses can be found in the Procedure Manual – 947 Tuition Waiver.

Adopted 08/25/09

Lake Land College

Tuition Reimbursement

Lake Land College employees in positions defined as full-time are eligible to participate in a tuition reimbursement program. The purpose of the program is to place additional and increased value on employee

education. The program offers the opportunity for employees to further their education beyond an associate's degree. Complete guidelines are located in Human Resources.

Spoon River College

<https://www.src.edu/about-src/policies-and-procedures-manual/3-3-3-education-assistance-job-related-training-benefit>

3.3.3 - EDUCATION ASSISTANCE / JOB RELATED TRAINING BENEFIT

Last updated on May 30, 2023

POLICY: Spoon River College encourages employees to gain knowledge in their applied field (education) and to improve their job-related skills (training).

SCOPE:

This policy applies to all full-time employees with a minimum of one year of continuous employment.

DEFINITIONS:

Educational Assistance (Tuition Reimbursement): For the purpose of this policy, educational assistance refers to the reimbursement of credit courses (refer to reimbursement schedule below) earned toward a degree that is job related.

Job and Other Professional Training: For the purpose of this policy, professional training refers to training programs that are not covered under the Educational Assistance. This training must be job-related, costs \$1,000 or more, and is approved and processed through the Department training budget.

EDUCATION ASSISTANCE (TUITION REIMBURSEMENT) DETAILS:

1. Spoon River College generally invests in educational assistance for eligible employees with the expectation that the investment will be returned through enhanced job performance.
2. Approval for educational assistance may be given **only** if the requested courses are needed for the employee's present or future employment at Spoon River College.
3. If employee voluntarily terminates employment with Spoon River College within a 12-month period immediately after completion of the class(es), the employee is responsible for repayment of the amount of reimbursement provided by Spoon River College.
4. Financial assistance is paid as reimbursement to the employee upon the successful completion of course(s). Upon supervisor approval, reimbursement is paid only for those courses pursued at an accredited institution. Normal reimbursement includes tuition and course-related fees.
5. Reimbursement Schedules:
 - a. Undergraduate Level: *Required for present or future career growth with Spoon River College.*

Covered Expenses

Tuition and course-related fees

Approvals	Supervisor, Applicable Administrator, and Chief Financial Officer
Reimbursement Rate	Tuition is reimbursed at the standard undergraduate rate at the institution where the course is offered, not to exceed \$160/credit hour, but will not be less than 50% of the per undergraduate credit hour tuition at Western Illinois University. Reimbursement is based on a grade of C or above. Courses resulting in a grade below a C will not be reimbursed.
Maximum Credit Hours Per Fiscal Year	12 credit hours
b. Graduate Level: <i>Required for present or future career growth with Spoon River College</i>	
Covered Expenses	Tuition and course-related fees
Approvals	Supervisor, Applicable Administrator, and Chief Financial Officer
Reimbursement Rate	Tuition will be reimbursed at the standard graduate rate at the institution where the course is offered, not to exceed \$185/credit hour, but will not be less than 50% of the per graduate credit hour tuition at Western Illinois University. Reimbursement is based on a grade of C or above. Courses resulting in a grade below a C will not be reimbursed.
Maximum Credit Hours Per Fiscal Year	12 credit hours

JOB AND OTHER PROFESSIONAL TRAINING DETAILS:

1. Spoon River College offers additional assistance on professional development and training programs that are not covered under the Educational Assistance policy. This training must be job-related and approved and processed through the Department training budget. Refer to the Job and Other Professional Training definition above.
2. If employee voluntarily terminates employment with Spoon River College within a 12-month period immediately after completion of the class(es), employee may be responsible for a prorated repayment of the amount of reimbursement provided by Spoon River College.
3. Spoon River College reimburses employee on a one-time basis for identified certification exam fees only upon successful completion of certification testing. The College will not pay for outside training expenses related to certification study programs unless approved according to guidelines established above.

4. Study for certification programs and other training programs will be conducted outside individual's regular work schedule unless specifically authorized.

PROCEDURE(S):

1. Employees notify their supervisor of interest in taking course(s) the following fiscal year before May 1 so the funds can be requested in the budget. Employees provide the number and type (undergraduate vs. graduate) of courses (the employee does not have to identify the specific course title, just the number of courses, planned credit hours and whether the courses are undergraduate or graduate level). **This notification does not replace the specific course approval process.** If the courses are not requested by May 1, thus not included in the budget, employee will not be reimbursed by the College. ***The total amount of tuition reimbursement is subject to fund availability each year.*
2. Supervisors submit the request for funds during the budget cycle.
3. Upon budget request approval, employee selects the course(s) and discusses plans with immediate supervisor prior to enrollment. Courses must comply with the Educational Assistance / Job Related Training policy. Supervisor will assist employee in determining eligibility of the class.
4. Employee completes *Course Request / Tuition Reimbursement Form* (education) or a *Conference Request Form* (training) and submits prior to enrollment in the course.
Note: All courses must be approved before reimbursement can be made. Any changes to course enrollment requires reapplication. Courses are approved on an individual basis per term. Employees must receive approvals prior to the start of a course to be eligible for reimbursement.
5. Supervisor reviews request and approves/rejects based upon compliance with fiscal year budget request and compliance with Education Assistance and Job-Related Training policy and submits the form to the next level administrator for review.
6. Supervising administrator reviews request and approves/rejects based upon compliance with fiscal year budget request and compliance with Education Assistance and Job-Related Training policy and submits the form to the Vice President for review.
7. Vice President reviews request and approves/rejects based upon compliance with fiscal year budget request and compliance with Education Assistance and Job-Related Training policy. Employee receives a copy of the approved/rejected request via email.
Note: Employee must keep this document to submit after course is complete and grade is issued.
8. No later than 45 days after successful completion of the course(s), employee submits approved Course and Tuition Request Form, grade report, and receipts for tuition and compulsory fees to Human Resources Office for reimbursement. Employee must receive a grade of "C" or above in the class in order to be reimbursed.

Waubonsee Community College

College and University Courses Professional Certifications

An administrator shall be reimbursed for credit courses taken at recognized accredited institutions of higher learning up to a maximum amount to be determined by the Board of Trustees, currently this amount is \$3,000.00 per fiscal year. Tuition reimbursement will be reduced by the amount of any form of financial aid an employee receives for tuition expenses. The reimbursement may be considered taxable income as pursuant to the Internal Revenue Code at the time of reimbursement. No more than two courses or six semester hours, whichever is greater, may be taken for reimbursement within a single semester. Approval by the supervising vice president must be obtained before the administrator proceeds with enrollment. A grade of "C" or higher must be attained to receive reimbursement.

Upon completion of the course, the administrator must submit the appropriate reimbursement form to the Office of Human Resources with an attached transcript of grades, proof of payment, and copy of course syllabus if textbook reimbursement is requested. Reimbursement requests must be processed within the same fiscal year in which the coursework was completed.

Administrators who are pursuing degrees at other colleges or universities and are in the thesis or dissertation phase may be reimbursed for tuition expenses when the degree is awarded. Only credits earned in the same fiscal year that the degree is awarded will be reimbursed. The approval process described in the paragraph above must be followed and reimbursement requests must be processed within the same fiscal year in which the degree was awarded. A transcript documenting successful completion of credits associated with the thesis or dissertation including the grading system of the awarding institution (letter grade, Satisfactory, Pass, etc.) is required to process the reimbursement request. The reimbursement may be taxable income in accordance with the internal Revenue Code at the time of reimbursement.

This course reimbursement benefit applies to professional certifications, including costs incurred during preparation for certification exams/licenses. Pre-approval is required as described in Section II.C.3. above.