



Request for Employee Tuition Reimbursement for Graduate and Undergraduate Courses

Payee: _____ Amount: _____ Budget: 01-9-8502-00-5940
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Instructions: Complete and submit to Human Resources **PRIOR TO THE END OF THE FIRST WEEK OF CLASS**
 Complete one request form for each semester.

Employee Name _____ Employee ID# _____
 College Attending _____ Anticipated Graduation Date _____
 Address _____ City _____ State _____ Zip _____

Semester: Fall 20 Spring 20 Summer 20

Course _____	Course # _____	Dates _____	Credits _____
Course _____	Course # _____	Dates _____	Credits _____
Course _____	Course # _____	Dates _____	Credits _____
Course _____	Course # _____	Dates _____	Credits _____
Course _____	Course # _____	Dates _____	Credits _____
Course _____	Course # _____	Dates _____	Credits _____

TOTAL CREDITS _____

As provided by the Board Policy 400.29, Tuition Assistance and Administrative Procedure AP400.29, same title, I hereby request to enroll in the indicated credit course(s) and to be reimbursed the cost of tuition upon satisfactory completion (minimum grade of "C"). A COPY OF THE REGISTRATION BILL AND CLASS SCHEDULE IS ATTACHED.

Employee Signature _____ Date _____

Human Resources Signature _____ Date _____

Approved Not Approved Reason _____

I certify that I have satisfactorily completed the above credit(s), and request that my tuition expense be reimbursed.
 A copy of the receipt for paid tuition is attached along with a copy of the grade report.

Employee Signature _____ Date _____

Human Resources Signature _____ Date _____

ADMINISTRATIVE PROCEDURE

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number AP400.29

Title All Personnel

Tuition Assistance

In accordance with Board Policy 400.29, same title, following shall be the procedures for regular full-time and part-time employees who are enrolled in an undergraduate or graduate program and request to receive tuition reimbursement. For purposes of Board Policy and this procedure, tuition shall be defined to include the enrollment charge for approved continuing education coursework. No other fees or expenses in connection with enrollment or attendance are reimbursable.

1. Employees interested in enrolling in undergraduate or graduate courses under the terms of this policy/procedure must receive prior approval on a form available from the Human Resource Office.
2. Attendance in all courses should occur outside the employee's normal working hours.
3. The courses must be part of an accredited program and taken at a four-year accredited institution.
4. Payment of tuition and fees shall be the employee's responsibility upon enrollment, with tuition reimbursed upon evidence of satisfactory completion of the course. If the College requires the employee to obtain a degree for their current position, the College will pay the tuition costs up front with the understanding that if the employee does not pass or finish the class they will be required to reimburse the College for the full amount paid for the class.
5. Employee must submit proof of payment and copy of the final grade to the Human Resources Office in order to receive reimbursement. A letter grade of "C" is the minimum requirement. Submission must be made no more than 45 days after the end of the semester/term the course was completed.
6. All approved credits will be reimbursed by the College upon proof of satisfactory completion of the course up to a maximum amount of \$3,000 per employee per calendar year. The amount of the reimbursement may exceed this amount if the course is required by the College.
7. The amount of money budgeted to fund this program shall be determined by the College on a year-to-year basis. In any given year, it is possible that limited availability of funds shall preclude the funding and approval of each and every request.
8. Reimbursement will be for actual tuition expense paid after any financial award has been applied.
9. Payment for all books, supplies, fees, etc., is the employee's responsibility and will not be reimbursed.
10. Reimbursement will be for classes beginning on or after January 1, 2021. Employees may not request that past enrollments be changed from employee-paid to college-paid.
11. Employees are ineligible for tuition reimbursement until at least six months of uninterrupted employment has been completed. Also, employees must be employed by the College for the duration of the course to be eligible for tuition reimbursement. Employees need to remain employed at the College for at least one year after reimbursement or the employee will be required to pay back the entire amount of the reimbursement.
12. Interpretation and administration of this policy/procedure shall be at the discretion of the President of the College or their designee, except that the terms and conditions of a collectively bargained master agreement, if any, shall prevail when appropriate.