

ADMINISTRATIVE PROCEDURES

Title: TUITION REIMBURSEMENT FOR FULL-TIME EMPLOYEES	Identification: 3.28
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	Effective Date: June 1, 2017
Authority: FS 1001.64; 1001.65	Signature/Approval: Dr. Ken Atwater

PURPOSE

The Tuition Reimbursement Program provides reimbursement for eligible non-faculty employees in a full-time regular (non-temporary) position to use in applying for tuition reimbursement for undergraduate, graduate, and post-graduate/doctoral courses taken at regionally accredited degree-granting educational institutions. Tuition reimbursement is to be used for employees to gain skills to help them in their current job or seek promotional opportunity with Hillsborough Community College (HCC).

To be eligible for this benefit, an employee must be in a full-time regular position for at least six (6) consecutive months, or be in a full-time temporary (not grant funded) position for at least five (5) consecutive years. In addition, they must have successfully completed their probationary period and be in good standing. Eligibility in positions that are full or partially funded by grants are not eligible. Eligibility begins the semester after the employee has completed these requirements.

This benefit is based on the availability of funding and can be suspended or revised at any time.

PROCEDURE

The following procedures will be used to request tuition reimbursement:

1. The employee will complete and submit the Tuition Reimbursement Request form stating the anticipated course work to Human Resources. Requests for reimbursement must be submitted by the following deadline dates to qualify for reimbursement:

June 1 through July 1 – for classes commencing August through December (Fall semester).

November 1 through December 1 – for classes commencing January through April (Spring semester).

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Requests will be eligible for approval based on the order they are received by Human Resources, not based on the time the form was signed. Any request received after the required deadline date will not be considered for reimbursement.

2. All reimbursement requests require approval by Human Resources prior to the commencement of the course(s) for which reimbursement is requested.
3. Human Resources will evaluate all requests to ensure compliance with the established guidelines and identify the estimated reimbursement amount. The Executive Director of Human Resources has final approval authority over all reimbursement requests.
4. Employees will be notified concerning approval or disapproval of reimbursement requests.
5. The employee must maintain a 3.0 ("B") grade point average or better on a 4.0 grade scale.
6. The employee may not take a course(s) during their assigned work hours unless they are on approved leave.
7. Upon completion of a course approved for reimbursement, the employee will forward a copy of their official grade report indicating the number of semester hours completed to Human Resources within thirty days of course completion to be eligible for reimbursement. In addition, the employee will forward a copy of their receipt showing the total cost and payment made for the courses. Course(s) not paid for by the student (i.e. courses paid by grants or scholarships) are not eligible for reimbursement.

Undergraduate courses will be reimbursed at the rate of \$200.00 per credit hour for a maximum of six credit hours each academic term. Graduate courses will be reimbursed at the rate of \$300.00 per credit hour for a maximum of six credit hours each academic term, not to exceed the actual cost and amount paid of the coursed taken.

The cost of approved tuition reimbursement requests per fiscal year shall not exceed the budgeted amount as determined each fiscal year. Distribution will be available until the established funds are expended.

The following guidelines apply to tuition reimbursement:

1. If a course is available at Hillsborough Community College, the employee is required to take the course at the College. An employee may request to receive tuition reimbursement for a freshman or sophomore course not offered at Hillsborough Community College.

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2. Tuition reimbursement approval will be revoked if the employee separates from employment with the College, or is terminated before completion (grade distribution) of the course.

History:

Adopted: 12/1/92 Revised: 11/9/93; 10/5/94; 12/15/00 Formerly: 2.055; 2.056; 2.057