

**Title: Tuition Rates for Employees of Cecil County Businesses**

Initial Action: 08/28/78  
Board Agenda: 78-053  
Last Revised:  
    Policy: 9/14/2005  
    Procedure: 09/05/2017, 9/14/2005  
Last Reviewed: 12/14/2022  
**Effective: 12/14/2022**  
Next Review: 12/14/2025  
Responsibility: Finance and Administration

**Policy:**

When employees of Cecil County businesses register for a credit or non-credit course, the tuition, if paid directly by the employer or reimbursed by the employer, shall be computed on the basis of in-county tuition rates.

**Procedure:**

1. **Direct Billing to Employer:** At the time of payment each semester, students must present a letter on employer letterhead to the Cashier's Office signed by a company official specifying instructions for billing the organization (i.e. bill for tuition only; bill for tuition and all fees). The letter must not contain grade or completion stipulations, or the student must pay at the time of registration and be reimbursed after final grade.
2. **Students Receiving Reimbursements from Employers:** At the time of payment each semester, students must present a letter on employer letterhead to the Cashier's Office signed by a company official indicating that the student is an active employee of a Cecil County organization and that the employer will reimburse the student upon completion of the course. Students will be charged in-county tuition and fees (payment is due at time of registration).
3. **Each letter must contain the following information\*:**  
Course number  
Course title  
Start date of course

\*The detailed information listed above is not necessary if the employer states they will pay for any and all courses taken during a semester.

Retention periods will be documented in a Record Retention Schedule.