

Title: Reimbursement of Tuition for Professional Development
Reference:

- Initial Action: 6/27/77
- Board Agenda: 94-095
- Last Revised
 - Policy: 7/1/06
 - Procedure: 2/28/2024
- Last Reviewed: 2/28/2024
- Effective: 10/24/94 (Policy); 2/28/24 (Procedure)
- Next Review: 2/28/2027
- Responsibility: Executive Director of Human Resources

Policy:

Tuition reimbursement will be made available to all full-time College employees. Reimbursement will be awarded for approved courses applicable to programs of study that benefit either instruction or job effectiveness at Cecil College. The amount of reimbursement established by the College in the tuition reimbursement procedures is subject to availability of funds and must be in accordance with IRS regulations and limitations.

Procedure:

All courses must be approved in advance by the immediate supervisor, the appropriate budget head, and the Office of Human Resources. Only courses with a grade of “C” or above will be reimbursed. For classes with no letter grade assigned, a designation of “completed”, “passed” or “satisfactory” will be reimbursed.

Payment and Application Procedures:

1. Employees should complete the Application for Tuition Reimbursement Approval and submit it to the appropriate College administrator(s) for approval **before** enrolling in the course. Failure to submit the Application for Tuition Reimbursement Approval form prior to the start of classes, may cause denial of tuition reimbursement. Applications may be accessed from the College service site.
2. The maximum tuition reimbursement per fiscal year (June 1-July 30) is \$2,500. Classes are reimbursed within the fiscal year of which the course is completed.

Example #1: Employee starts a course in March of FY 24. Employee completes course in April of FY 24. Employee’s reimbursement will be counted in FY 24.

Example #2. Employee starts a course in June of FY 24. Employee completes course in July of FY 25 (new fiscal year). Employee’s reimbursement will be counted in FY 25.

3. Reimbursement includes only payment for tuition and related course fees. Late fees, registration fees, lab fees or any other fees assessed are not reimbursed.

Reimbursement cannot be requested for any part of the tuition paid by grants, scholarships or any other assistance.

4. Upon completion of the course(s), the employee must submit a receipted tuition bill and proof of passing grade (as defined within the procedures above). Acceptable proofs of passing include an unofficial or official transcript or a completion certificate if applicable. Employees must submit proof of completion no later than 30 days after receipt of passing grade. Failure to submit proof of completion within 30 days may cause denial of tuition reimbursement. The College reserves the right to request proof of official transcript if only unofficial transcripts are provided.

Employees may not submit for a duplicative course taken within the same institution.

5. In accepting tuition reimbursement, the individual must agree to return to Cecil College for at least a one-year period immediately following the completion of the course. If the employee does not return or does not remain for one-year, ~~he/she~~ they must return all monies received for tuition reimbursement. Monies will be collected upon separation with the final paycheck. If monies exceed final paycheck, a check made payable to the college must be submitted.

**CECIL COLLEGE
APPLICATION FOR TUITION REIMBURSEMENT APPROVAL**

Name: _____	Emp ID: _____
Position: _____	Supervisor: _____
School _____	
Attending: _____	Degree Level: _____
Semester: _____	Academic Year: _____
Course: _____	Cost of Course: _____
Course: _____	Cost of Course: _____

Please state how this course or courses will assist you in serving our students more effectively.

Approval:

_____ Supervisor	_____ Date
_____ Budget Head	_____ Date
_____ President	_____ Date
_____ Human Resources	_____ Date

Acceptance:

To receive payment for tuition for the courses listed; I agree to furnish the Office of Human Resources with an official or unofficial transcript, and/or completion certificate and invoice within 30 days of completion. The College reserves the right to request proof of official transcript if only an unofficial transcript is provided. Only courses with a grade of "C" or above will be reimbursed. For classes with no letter grade assigned, a designation of "completed", "passed" or "satisfactory" will be reimbursed.

In accepting this tuition reimbursement, I hereby agree to return to Cecil College for at least one-year period immediately following the completion of this course. If I do not return and do not remain for one year, I will return all monies received for tuition reimbursement to the Board of Trustees. I understand that monies will be collected upon separation with the final paycheck. If monies exceed final paycheck, a check made payable to the college must be submitted.

_____ Applicant	_____ Date
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