

**Title: Reimbursement of Tuition for Professional Development**  
**Reference:**

- Initial Action: 6/27/77
- Board Agenda: 94-095
- Last Revised
  - Policy: 7/1/06
  - Procedure: 7/1/13
- Last Reviewed: 7/1/13
- Effective: 10/24/94 (Policy); 3/6/96 (Procedure)
- Next Review: As Needed
- Responsibility: 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. The employee must maintain a passing grade average.

Payment and Application Procedures:

1. Employees should complete the Application for Course Approval for Professional Development and submit it to the appropriate College administrator(s) for approval **before** enrolling in the course. Applications may be accessed from the College service site.
2. Employees may request reimbursement for tuition payments by submitting a receipted tuition bill and certified transcript to the Director, Human Resources at the end of the Summer, Fall, and Spring semester.
3. The maximum tuition reimbursement effective July 1, 2013 is \$2500 and 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.
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 must return all monies received for tuition reimbursement.

6. Reimbursement will occur three times a year, after the Summer, Fall, and Spring Semester.

**CECIL COLLEGE  
APPLICATION FOR COURSE APPROVAL FOR PROFESSIONAL  
DEVELOPMENT**

(Note: All applicants must complete Part A and B of this form.)

**Part A**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

POSITION \_\_\_\_\_

COURSE TITLE \_\_\_\_\_

CREDIT HOURS \_\_\_\_\_ COURSE NO. \_\_\_\_\_

INSTITUTION WHERE COURSE WILL BE TAKEN \_\_\_\_\_

Semester \_\_\_\_\_ Academic Year \_\_\_\_\_

Amount of tuition reimbursement requested \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please read and sign form.)

**Approval:**

\_\_\_\_\_  
Associate Dean/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

Acceptance:

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.

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date

**Part B**

1. To receive payment for tuition for the courses listed on the reverse side; I agree to furnish the Director of Human Resources with a certified transcript and invoice for the listed courses.
2. I further agree to repay to the College any tuition reimbursement received
  - (1) if my grade point average or performance level is below passing, or
  - (2) if I withdraw or fail to complete any course for any reason for which I have received tuition reimbursement or
  - (3) if I fail to return to the College for a one year period immediately following the completion of the course for which I received tuition reimbursement.

\_\_\_\_\_

Signed

\_\_\_\_\_

Date

\_\_\_\_\_  
Approved for Payment

\_\_\_\_\_  
Signature, Director of Human Resources

\_\_\_\_\_

Account Number

\_\_\_\_\_

Amount