



Administrative Procedures Manual

Title:	NO:
Educational Aid and Continuous Learning Courses	3.6 <i>Rev. 2008</i>
VCCS Policy Manual Reference:	Page
Page:	1 of 7

Office of Primary Responsibility: Human Resources

Thomas Nelson Community College is committed to providing ongoing opportunities which promote professional and personal growth for all faculty and staff. The tuition assistance plan forms a portion of this program and provides faculty and staff with funds to improve job performance in their present positions as well as meet changes and new demands

- A. Justification for Tuition Assistance. All education and training must meet the eligibility criteria of one of the two following categories:
 - 1. Job Related. Education or training related to employees' current positions to meet one of the following objectives:
 - a. To train employees in the use of new or modified methods and equipment.
 - b. To train employees in skills and knowledge required by changes in the employees' current positions.
 - c. To train employees for advancement to positions for which qualified applicants are not otherwise available.
 - d. To train employees appointed with below-minimum qualifications because qualified applicants were unavailable.
 - e. To train employees for industry standard certification which will enhance job performance or support the College's mission.

Dr. Deborah C. Fontaine	
Responsible Area Vice President	Date: June 30, 2008
Charles A. Nurnberger	Dr. Charles A. Taylor
Vice President for Finance and Administration:	President:
Date: July 1, 2008	Date: July 1, 2008

2. Degree Requirement. Academic courses taken at accredited institutions to meet one of the following objectives:
 - a. To enable qualified administrative and teaching faculty to attain advanced degrees for the maintenance of established standards of the College or to meet specific needs that have been authorized by the College.
 - b. To enable Classified employees to complete degree programs which will enhance job performance or support the College's missions.
 3. Documentation of acceptance into a degree program and the program's course requirements will accompany a request for tuition assistance.
 4. For industry standard certifications, documentation of enrollment and completion of the course(s) will accompany a request for tuition reimbursement.
- B. Eligibility for Tuition Assistance. Full-time original appointment faculty employees and full-time Classified employees.
- C. Procedures and Limitations
1. Request for tuition assistance must be submitted on an Educational Aid Request Form (Appendix A) at least fourteen (14) calendar days prior to the start of classes. Approval is required from the employee's supervisor/department head. The form shall be forwarded to the Human Resources Manager who will review the request and available funding for consistency with state and College policy. Upon approval, the tuition assistance request shall be forwarded to the Business Office for processing. If a request is denied at any point during the approval process, the request will be returned to the employee with the reason(s) for the denial.
 2. The College allocates a fixed fund for tuition assistance in its annual budget process. Once the allocated budget funds are expended, there will be no further funding available for that fiscal year.
 3. The dollar amount of tuition assistance available for each employee will be based on the level of the program in which the employee is enrolled. If a course is taken outside a planned program, payment will be based on the institutions course level. The tuition assistance limits are as follows:

Industry Standard Certification up to \$600
Associate's Degree up to \$800
Bachelor's Degree up to \$1,200
Graduate Level up to \$1600

4. Classes taken during working hours shall not exceed three semester credit hours per semester or its equivalent in certification hours. Employees enrolled in classes during their normal work hours must submit an adjusted work schedule (Appendix B) which reflects the extended work hours unless annual leave or personal leave is used to cover the time.
 5. Employees who enroll directly in a Bachelor's degree program will be reimbursed at the Associate's degree level until the upper level course work is reached.
 6. An employee who has received the maximum dollar amount during the current fiscal year shall still be eligible for three semester credit hours per semester during working hours, but unfunded. An adjusted work schedule must still be submitted.
 7. Additional time required during the normal business day may be accommodated by the use of paid annual leave or by the adjustment of the employee's working hours, subject to supervisor's and Dean's approval.
- D. Obligations. Employees must satisfactorily complete courses with a grade of "C" or better or an award of certification. Upon submission of an official grade report and proof of payment to the Human Resources Department, the employee will be reimbursed for tuition paid based on the reimbursement amount calculated for the semester. To be eligible for reimbursement of tuition, an employee must remain employed by the College for the period covered by tuition assistance. Should any employee terminate employment before fulfilling this obligation, he or she will not be reimbursed.
- E. Prepayment of Tuition. Employees may request their tuition assistance be prepaid. The following procedures have been established.
1. A request for prepayment of tuition must be indicated on the Educational Aid Request form.
 2. Upon approval, prepayment of tuition will be made to the institution.
 3. The employee will execute the promissory note section of the Educational Aid Request form (Appendix C) in the Human Resources Department when the aid form is submitted. The promissory note must be satisfied within sixty (60) days of completion of the class.
 4. Upon satisfactory completion of class with a grade of "C" or better or an award of certification, the employee is responsible for submitting an official grade report to the Human Resources Department.
 5. If an employee terminates employment while currently enrolled in classes, he or she will be responsible for the payment of the promissory note.

6. Any employee who withdraws from a class will be responsible for payment of the promissory note.
7. If the promissory note is not satisfied within the required sixty (60) days, the employee's paycheck or any other funds due the employee from the College or State will be withheld until the promissory note is paid.

F. Continuous Learning Courses.

1. Continuous learning courses are credit courses and must be taken at the community college (TNCC) where an employee is working.
2. These courses are not required to be a part of a degree program or job related.
3. No more than six (6) credit hours may be taken in a semester.
4. Employees enrolled in courses during their normal work hours will have to adjust their work schedules to make up the time away.
5. Eligibility:
 - a. All employees (full time instructional faculty, administrative/professional faculty, full time Classified employees, wage employees, and adjunct faculty) are eligible to enroll at no cost in continuous learning courses.
 - b. Work study students are not eligible to participate in this program as their primary status with the College is as a student.

F. Recordkeeping. The Human Resources Department shall be responsible for maintaining records on all employees receiving tuition assistance.

Appendix A

Employee Educational Assistance Request Form

Employee Educational Assistance Request

Employee name: _____ Date of request: _____

EMPLID: _____

Faculty P-3 Classified P-14 Wage Adjunct faculty

After hours study (classified employees attach educational aid work schedule form)

During hours study (classified employees attach educational aid work schedule form)

Leave of absence with pay (promissory note must be completed)

Leave of absence without pay (if educational expenses are being paid, promissory note must be attached)

College / University to be attended: _____

College address: _____

Time study will be pursued: _____

Course number and title	Semester hours *	Start date	End date	Tuition Costs
			Tuition Total	

* Limit of six semester hours per semester

Purpose of assistance (check one)

Course required by supervisor

Job-related (supervisor's signature verifies that course is related to current responsibilities)

Degree requirement (verification of acceptance into a degree program must be provided)

Continuous Learning Program

Payment options (check one) Note that IRS tax regulations apply

Reimbursement (contingent upon receipt of grade report or other supporting documents)

Pre-payment to the institution (promissory note must be completed)

TNCC course (Continuous Learning Program)

Employee signature Date

Supervisor / Department Manager or Dean signature Date

Human Resources signature Date



Appendix B

Educational Aid Work Schedule Form

Educational Aid Work Schedule

Name: _____ Division / Department: _____

Days / Times: _____ Course Title / Number: _____

Semester / Year: _____ Institution _____

Please check one of the following:

This course is scheduled outside my normal work hours.

My work hours have been adjusted to allow me to take this course during my normal work hours.

Work schedule:

Mon _____

Tue _____

Wed _____

Thu _____

Fri _____

Sat _____

Sun _____

I have verified my leave balances and will use leave to cover the hours of missed work.

Employee: _____ Date: _____

Supervisor: _____ Date: _____



