



## 1. Purpose

- 1.1.1. To support the advancement of skills and knowledge for Tooele Technical College employees by providing tuition assistance for employees who attend schooling or training through other qualified institutions which has been determined is beneficial to the College.

## 2. Definitions

- 2.1. **Tuition** – Refers to resident tuition rate only.
- 2.2. **Fees** – Program Fees, lab fees, books, or other additional charges.
- 2.3. **Employees** - As identified in the *Employee Definitions Policy*.

## 3. Policy

### 3.1. Educational Assistance Program for Degrees/Certificates/Courses Provided Through Other Institutions

- 3.1.1. **Eligibility** – Only full-time employees may qualify for the College Educational Assistance Program for courses provided through other education institutions, based on meeting the following requirements and those described below.

- 3.1.1.1. Programs, courses and classes completed must be directly related to the employee's position with the College.
- 3.1.1.2. Programs, courses and classes completed must be provided through an approved accredited institution or training facility.
- 3.1.1.3. Employee/Student must achieve a passing grade of at least a "C" or equivalent for the approved course(s), or "pass" if no letter grades given.

- 3.1.2. **Application and Authorization** - Employees seeking reimbursement must submit a "Tuition Assistance Pre-Approval Form" for approval by their Vice President and the Vice President of Finance prior to beginning the courses to be reimbursed. This application form will be reviewed and a determination will be made based on the following criteria: outline and describe the educational course(s) or degree seeking program; set a time frame for completion of the course(s) or program; list the anticipated tuition cost for each course or program; confirm that the institution or training facility in which the courses are offered is accredited or meets required standards.

- 3.1.2.1. **Tuition Assistance is limited by the amount of funds available during the budget year.**  
Available funds will be awarded on a first come basis.

- 3.1.3. **Financial Assistance Amount** - Eligible employees may receive up to one-half of the cost of tuition and required fees related to registration. This does not include the cost of lab fees, activity fees, books, or any fees that are not required as part of registration. The maximum amount of financial assistance available is limited to \$1,000 per course or semester or \$2,000 per fiscal year, and a total of \$4,000 over the duration of employment. The employee will pay all tuition and fees in advance, and then may receive reimbursement following successful completion of the course(s). Reimbursement is only made for the employee's actual out-of-pocket expense, and not when the

employee receives scholarships or grants from other sources. The amount reimbursed to the employee is paid separately from payroll, and under current tax law is not subject to payroll taxes.

- 3.1.4. **Reimbursement Request** - Upon completion of pre-approved courses, the employee will submit a "Request for Tuition Reimbursement Form." Along with this form, the requester will attach copies of receipts and transcripts or certificates showing that the courses were satisfactorily completed. These documents will be submitted to the Human Resource Office, who will compare the request with the pre-approval form prior to authorization for payment.
- 3.1.5. **Termination** - An employee's Educational Assistance Program benefits end on the last day of employment with the College. Any request for reimbursement which is not submitted, with all required supporting documentation, on or before the last day of employment will not be eligible for reimbursement.
- 3.1.6. **Right to Amend or Terminate Program** - The College Board reserves the right to amend or terminate the Educational Assistance Program at any time. Any amendment or termination shall not affect the reimbursement of tuition for a class for the semester which an approved employee is already enrolled. In the event the IRS rules and/or reporting requirements regarding Educational Assistance Programs change, the Board reserves the right to terminate this program immediately.