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Policy: Tuition Reimbursement Policy  
Policy No: 4.26  
Approved: Board of Trustees: March 2006  
Revised: Board of Trustees: June 2012

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### **TUITION REIMBURSEMENT POLICY**

Through the Tuition Reimbursement Plan, permanent full-time employees may receive fifty percent (50%) reimbursement of tuition for approved courses (including on-line) at accredited colleges and universities with a maximum of \$1,500.00 per semester, or \$3,000.00 per year. Please note that the cost of books, course required equipment, and college fees other than tuition are not included when calculating the amount of tuition reimbursement awarded to an employee.

#### **Acceptable Courses**

Acceptable courses include:

- Courses either required or elective as part of a Bachelors degree program that are job-related including the achievement of an undergraduate degree within a specified time frame to satisfy reappointment requirements.
- Courses either required or elective as part of a Masters degree program that are job related or applicable to education or administration including the achievement of a graduate degree within a specified time frame to satisfy reappointment requirements.
- Selected other courses that would maintain or improve a staff member's skills on the job or in preparation for future assignments.

#### **Application Process**

##### **SUNY and other Colleges and Universities**

Faculty and staff seeking tuition reimbursement must complete a Request for Course Approval Form and, if attending a SUNY school, the B-140W Application for Tuition and Fee Assistance in addition to the Course Approval Form **before** the start of the semester during which you are taking the course. The Request for Course Approval Form is available in Word on the S drive under the Human Resources Folder and is entitled SCCC Request for Course Approval Form. The B-140W form is only available through the Human Resources department. You must attach a copy of the course description and

documentation of the tuition that will be charged for the course. ***Forms without proper documentation will be returned to you without action taken.***

### **Courses at Sullivan Community College**

Tuition is waived for faculty, unclassified professional staff, and staff employed by the Dormitory Corporation, Faculty Student Association, and Foundation taking courses on Campus on a space available basis in accordance with the PSA contract. The College may waive up to 6 credits each semester for Classified Civil staff members requesting to take courses on campus. Faculty, staff and staff employed by the Dormitory Corporation, Faculty Student Association, and Foundation and dependents of faculty, professional staff and staff employed by the Dormitory Corporation, Faculty Student Association, and Foundation seeking tuition waiver to take a course or course(s) here at Sullivan, must complete a Staff Tuition Waiver Request at the point of registering for the course. This form is only available in the Human Resources department. **Supervisory approval is needed only if you are taking a course during your regular work schedule.** In such cases, you must include a statement regarding how you will make up the work time missed on the Tuition Waiver Request form.

Additionally, spouses and dependent children of staff covered under the Professional Staff Association CBA are allowed up to nine (9) credits per semester waived at the prevailing part-time rate. Up to a maximum of 15 credits per academic year may be taken by spouses and dependent children of professional staff under this waiver program in accordance with the PSA contract. The application process for tuition waivers for dependents is handled by the Finance & Student Billing department. The Employee Family Tuition Waiver Request Form is available in the Finance & Student Billing Department and also in the Human Resources Department.

**Please note that the cost of books, course required equipment, FSA and college fees are not subject to waiver and must be paid at the time of registration.**

### **Approval Process**

Funding for Tuition reimbursement is extremely limited and awarded on a first come first serve basis in accordance with the following priorities:

**Priority #1**

To enhance classroom Teaching

**Priority #2**

Courses in field to complete a degree required for continued employment or Courses for job performance improvement or in preparation for future assignments

**Priority #3**

Doctoral Degrees

**Reimbursement Process****SUNY Schools**

The pool of funds available from SUNY to Sullivan Community College for faculty and staff pursuing a degree at another SUNY school is extremely limited. As a result, only 50% of the full tuition will be reimbursed to an employee who successfully completes a course at another SUNY school. The reimbursement is handled directly by SUNY administration in Albany. Staff pursuing a degree at another SUNY College must submit a completed B-140W form to Human Resources upon registering for the semester. Forms are available in the Human Resources office.

**Other Colleges and Universities**

The inclusion of funding in the college's budget for tuition reimbursement for courses taken at non-SUNY colleges and universities is contingent upon the overall fiscal outlook for Sullivan County Community College. Therefore, such funding is not guaranteed each year. When funding is available, 50% of tuition may be reimbursed in accordance with the priorities listed above.

To receive payment of tuition reimbursement for an approved course, you must complete a Request for Tuition Reimbursement Form with a copy of proof of payment and confirmation of successful completion of the course. Either of the following documents is acceptable as proof of successful course completion:

- Official Transcript and/or copy of grade(s)
- Official letter of verification from an accredited educational institution which includes the grade you received

The Request for Tuition Reimbursement Form is available in the Human Resources office or may be printed off of the S drive under the Human Resources Folder and is saved under the title SCCC Request for Tuition Reimb Form.

Tuition is reimbursed the payroll following the receipt of all required documentation.

**Revisions approved by the Board of Trustees on June 14, 2012**