



**Cochise College
District Board Policy**

**Category: All Employee Groups
Policy Number: 665
Title: Tuition Reimbursement**

Cochise College encourages employees to pursue professional development and career growth opportunities by investing in a tuition reimbursement program.

**Procedure 665.1
Eligibility**

Regular, full-time, benefited employees who have completed one year of benefited employment may request tuition reimbursement for 300 level, 400 level, and graduate level courses taken at an accredited college or university in accordance with an approved educational plan. Tuition reimbursement is limited to a maximum of six semester units per term and six units earned during summer months with reimbursement up to four times the Cochise College tuition rate not to exceed 80% of the actual tuition paid by the employee. Reimbursement may only be requested for tuition. Fees, textbooks, travel, or any other related expenses are not eligible for reimbursement.

**Procedure 665.2
Educational Plan**

In order to be considered for tuition reimbursement, employees must submit an educational plan to the Employee Relations Committee no later than April 1 for the ensuing summer and fall sessions and no later than November 1 for the spring semester. The education plan shall include a description of the program of study, timeline for attainment, and an explanation of the benefits to the college. When considering educational plans, priority will be given to courses taken in a degree seeking status and/or courses directly related to an employee's primary job with the college. The Employee Relations Committee shall forward recommended applications for funding to the administration for final consideration. Educational plans will be approved for a maximum of one year.

1. Employees seeking reimbursement beyond one year must submit a subsequent education plan following this procedure. The education plan renewal shall demonstrate progress toward goal attainment.
2. As a part of the overall budget adopted by the Governing Board, the college will determine a total amount of educational assistance funding available each fiscal year.
3. Reimbursement will be paid at the end of each academic period, usually a semester, after the employee presents a grade report or other acceptable evidence indicating a final grade of 'C' or better or a 'pass' if the course is only offered on a pass/fail basis. In order to receive reimbursement, employees shall submit required documentation to Human Resources within thirty (30) days of completion of the academic term for which the request is being made.

4. Employees who have received tuition reimbursement and resign employment with the college before working two (2) semesters beyond the last reimbursement will refund the amount of the tuition reimbursement received. The amount to be refunded will be prorated by the length of time the employee has continued to work for the college after receiving reimbursement.

5. Faculty members may receive an adjustment on the salary model for coursework for which reimbursement was received only if repayment of tuition reimbursement is made within one year of receiving reimbursement. Repayment may be accomplished through either payroll deduction or lump sum payment. Movement on the salary scale, in accordance with Policy 647, will become effective at the beginning of the subsequent semester once receipt of the lump sum payment or upon receipt of the employee's signature on a payroll deduction agreement. Payroll deduction agreements may not normally exceed two academic semesters in length.