Kirkwood
COMMUNITY COLLEGE

College Procedure: 402.14 – Tuition Benefits (Kirkwood Courses)

Policy Reference:	402 – Employee Benefits and Compensation
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	02/25/2013
Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

This procedure defines the benefits provided to full-time employees and qualified retirees taking Kirkwood credit and continuing education courses.

The Procedure

Full-time employees and qualified retirees may enroll for credit and/or continuing education courses offered by the College in accordance with the following guidelines.

Credit Courses

- Tuition is paid for up to 6 credit hours per semester.
- This benefit does not include travel programs.
- Benefit covers tuition only. Any books and/or associated fees are the responsibility of the employee.
- No travel time will be paid to or from classes.
- Employees can audit a course (no grade) with instructor approval.

Continuing Education Courses

- Employees will be allowed a total of $1000 for classes per fiscal year (July 1 – June 30). No carryover between fiscal years is allowed. The employee is responsible for any cost above the limit.
- The benefit may be applied to dependents to cover Continuing Education KICK camp classes.
- This benefit does not include travel programs.

- Benefit covers tuition only. Any books and/or associated fees are the responsibility of the employee.
- Travel time to and from classes is not paid.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	02/25/2013	Jim Choate, Vice President, Finance	New procedure
2	05/10/2017	Mick Starcevich, President	New template
3	06/11/2019	Cabinet	Procedure template
4	01/01/2023	Cabinet	Award amount changed, KICK camps added
5	10/30/2026	HR Department	Reviewed, No edits