Kirkwood
COMMUNITY COLLEGE

College Procedure: 402.15 – Tuition Benefits (Outside Institutions)

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

Kirkwood provides an environment, which supports continuous learning opportunities for employees, including the opportunity for educational advancement. This procedure explains the tuition benefit for attending courses at an outside institution and the conditions for reimbursement.

The Procedure

Staff development benefits include tuition reimbursement, for Board-approved full-time employees, taking college credit courses at an outside institution. Full-time exempt and non-exempt employees of Kirkwood who have been employed for a minimum of six months are eligible to apply for the benefit.

Full-time faculty, eligible for the bargaining unit, may complete a Faculty Professional Development application.

The maximum amount eligible for reimbursement is $2,000 for a Bachelor's program and $2,500 for a Masters or Ph.D. program per fiscal year (July 1 - June 30). If the course spans fiscal years, the course end date determines the fiscal year.

In order to be eligible for reimbursement the following guidelines must be met:

- The courses must be part of an accredited program and taken at a four-year accredited institution.
- The courses must lead to or fall within a specified degree program. If the course is not within a specified degree program, it must directly relate to the employee's job duties.
- Courses funded through the tuition reimbursement program need to be completed on personal time.

Kirkwood
COMMUNITY COLLEGE

- Book costs, course materials and fees will be the responsibility of the employee taking the course.
- A Tuition Reimbursement Application must be completed and submitted to Human Resources prior to beginning the program.
- The employee must be actively employed by the College at the completion of the course.

In order to receive reimbursement, the following must be submitted within 30 days of the completion of the course:

- A Tuition Reimbursement Request form.
- Proof of completion with a grade of "C" or satisfactory completion of a pass/fail course.
- A statement showing the amount paid for the course.

References

TUITION REIMBURSEMENT APPLICATION
TUITION REIMBURSEMENT REQUEST

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	10/30/2026	Wes Fowler, Vice President, Human Resources	Reviewed