

Employee Tuition Assistance Procedures

1. The following conditions shall govern the approval of an employee's request for tuition exemption in courses at Isothermal Community College:
 - a. Full-time employees are eligible to enroll in one course per semester.
 - b. The employee must receive prior approval from the immediate supervisor and appropriate vice president before enrolling in the course.
 - c. The course must be deemed beneficial to both the employee and the college.
 - d. Employees must pay for books and any specific course fees.
 - e. The time an employee attends a class shall not be considered work time unless the President has first approved such a request.
2. The following conditions shall govern the approval of an employee's request for tuition reimbursement:
 - a. Reimbursements for costs of tuition, registration fees and laboratory fees not to exceed \$500.00 per semester or \$1500.00 fiscal per year.
 - b. The educational activities must be appropriate and included in an approved PEP plan.
 - c. The Educational Assistance Reimbursement Request Form must be submitted prior to enrollment in courses. (See Attached)
 - d. Reimbursements will be issued upon satisfactory completion of the course(s), which is a passing grade as determined by the institution offering the course. The employee must submit the Educational Assistance Request Payment form (See Attached) with a copy of their payment receipt and their grade before receiving payment. Any educational assistance is based on the availability of funds.
 - e. Any exceptions to this policy must be approved by the President. Courses taken while the employee is on paid educational leave will not be approved for tuition reimbursement.

Policy Number: 03.02.03.01

Adopted: March 26, 2024

Amended: July 09, 2024

[Reimbursement Request Form](#)

[Request for Payment Form](#)

Download a PDF of this policy