

Adopted 09/85

Revised 12/94
4/04

Subject: PERSONNEL POLICY #21A
TUITION REIMBURSEMENT

Choices In Community Living provides tuition reimbursement for employees pursuing a course of study at an accredited institution if it relates to their jobs and benefits the agency.

Employees submit an application for educational assistance to the human resources director prior to the beginning of the course(s) or program. The human resources director will evaluate the application based on the following criteria:

- Relationship of course, program or degree to the employee's current position or one that is reasonably foreseeable
- Course of study's benefit to the agency
- Estimated cost of the course(s) or program
- Potential loss of time or productivity as a result of the employee's participation in the course(s) or program

Upon the approval of the human resources director, the agency will reimburse 50% up to \$650.00 per calendar year if the employee receives a grade of "C" or above or an equivalent indicating successful completion (e.g. "pass" in a pass or fail course) and is still employed by Choices In Community Living at the time of reimbursement. The agency will reimburse tuition only excluding fees, books and other costs. The agency will not reimburse tuition payments applied by the use of Pell grants or other such funding sources that do not require students to repay the amount. The agency will credit the reimbursement amount to the calendar year in which it was approved.

Upon completion of the course(s) or program, the employee forwards a paid receipt for the course(s) or program with a copy of their grade card to the human resources director, who will authorize the reimbursement.