

Tuition Reimbursement Policy

Policy #: 21A Subject: Personnel – Tuition Reimbursement

Choices In Community Living supports the professional development of its employees by offering tuition reimbursement for approved coursework that enhances job-related skills and contributes to the agency's mission.

Eligibility

To qualify for tuition reimbursement, employees must meet the following criteria:

- Be employed in a full-time or part-time capacity.
- Have completed a minimum of six (6) months of continuous employment with Choices in Community Living.
- Be in good standing at the time of application and reimbursement with no disciplinary actions or under a current performance improvement plan.
- Remain employed by the agency at the time reimbursement is issued.

Application Process

Employees seeking educational assistance must submit a Tuition Reimbursement Application to the Human Resources Director prior to the start of the course or program. The application will be evaluated based on:

- Relevance of the course, program, or degree to the employee's current role or a foreseeable future position.
- Demonstrated benefit to the agency.
- Estimated cost of the course or program.
- Potential impact on work schedule, productivity, or agency operations

Reimbursement Terms

Upon approval by the Human Resources Director:

- The agency will reimburse 50% of tuition costs, up to a maximum of \$1,000.00 per calendar year

- Reimbursement is contingent upon the employee earning a minimum grade of “C” or higher, or a “Pass” in a pass/fail course
- Only tuition costs are eligible; books, fees, and other expenses are excluded
- Tuition covered by Pell Grants or other non-repayable funding sources is not eligible for reimbursement
- Reimbursement will be credited to the calendar year in which the application was approved.

Submission for Reimbursement

After completing the course or program, the employee must submit these documents to the Human Resource Director for final authorization and processing:

- A paid receipt for tuition
- A copy of the final grade report

Acknowledgment:

By signing, the employee acknowledges they have read, understand, and agree to comply with this Policy.

Employee Name: _____

Employee Signature: _____ Date:

HR Representative Name: _____

HR Signature: _____ Date:
