

Policy 5.4

Tuition Reimbursement Policy

Regular full-time employees may request tuition reimbursement for one course per semester at BCCC upon the completion of the course with a grade of “C” or better. The course must be directly related to the employee’s current position in order to qualify for tuition reimbursement. Requests for course tuition reimbursements should be submitted prior to enrolling in the course. Requests are submitted by completing a Tuition Reimbursement form. This form may be obtained from the Human Resources office. The completed form will be reviewed by the Supervisor, Vice President and College President for approval. An employee is permitted to take one course per semester during working hours only when it is determined by his/her supervisor to be job related.

References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *10/7/14, 02/20/2017*

Board of Trustees Review/Approval Dates: *11/6/13, 10/7/14, 04/04/17*

Implementation Dates: *10/7/14*