



<p align="center">Policy Title Tuition Reimbursement</p>	<p align="center">Original Adoption Date 7/01/1973</p>	<p align="center">Policy Number HR-211</p>
<p align="center">Responsible College Division/Department Human Resources</p>	<p align="center">Responsible College Manager Title Executive Director of Human Resources</p>	
<p align="center">Policy Statement</p> <p>Coursework activities are eligible for reimbursement. The "Course Reimbursement" form is to be used for this purpose. To initiate reimbursement, a copy of the credit transcript and/or grade report must be attached to the signed "Course Reimbursement" form.</p> <p>Tuition Reimbursement Guidelines:</p> <ul style="list-style-type: none"> • Employees must be employed with the College for a minimum of one year. • Support and management staff working a minimum of 1200 scheduled hours per year and full-time faculty are eligible for tuition reimbursement. • Employees will be reimbursed the per credit amount not to exceed the WTCS state approved tuition rates (or the actual cost of the course and book fee--whichever is less). • Reimbursement will be made by the College after satisfactory completion of the course with a grade of "B" or above. • Employees must maintain employment for two years after payment or refund College employee's reimbursement. This will be waived at the discretion of the college president. • Coursework taken during worked hours must be approved by and arranged with the immediate manager and appropriate leave taken. 		
<p align="center">Reason for Policy</p> <p>LTC believes that personal and professional growth of its staff is important to continue to provide an excellent educational environment for customers.</p>		
<p align="center">Cross References and Legal Review</p> <p>Created/Adopted: 7/01/73 Reviewed/Revised: 7/76; 7/77; 3/19/81; 9/19/85; 11/16/89; 5/19/93; 08/98; 7/01/02; 6/02/03; 11/19/10; 1/22/13; 7/1/14, 12/4/15; 6/14/17; 11/08/2019 Legal Reference: Cross Reference: Legal Counsel Review and Approval: Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits, III.D. Budgeting/Forecasting</p>		
<p align="center">Definitions</p>		