



<p align="center"><b>Policy Title</b> Tuition Reimbursement</p>	<p align="center"><b>Original Adoption Date</b> 7/01/1973</p>	<p align="center"><b>Policy Number</b> HR-211</p>
<p align="center"><b>Responsible College Division/Department</b> Human Resources</p>	<p align="center"><b>Responsible College Manager Title</b> Vice President of Administration</p>	
<p align="center"><b>Policy Statement</b></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"> <li>• Employees must be employed with the College for a minimum of one year.</li> <li>• Support and management staff working a minimum of 1200 scheduled hours per year and full-time faculty are eligible for tuition reimbursement.</li> <li>• 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).</li> <li>• Reimbursement will be made by the College after satisfactory completion of the course with a grade of "B" or above.</li> <li>• 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.</li> <li>• Coursework taken during worked hours must be approved by and arranged with the immediate manager and appropriate leave taken.</li> </ul>		
<p align="center"><b>Reason for Policy</b></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"><b>Cross References and Legal Review</b></p> <p><b>Created/Adopted:</b> 7/01/73  <b>Reviewed/Revised:</b> 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  <b>Legal Reference:</b>  <b>Cross Reference:</b>  <b>Legal Counsel Review and Approval:</b>  <b>Board Policy:</b> III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits, III.D. Budgeting/Forecasting</p>		
<p align="center"><b>Definitions</b></p>		