

## **Tuition Reimbursement for AFT Faculty and Staff**

### **Policy**

In accordance with Article XXVIII of the AFT contract, employees enrolled in a terminal degree program at any accredited institution related to their areas of teaching or work, or enrolled for graduate study necessary to increase such employees' expertise in his or her area of teaching or work as approved by the Provost of the College, may receive tuition reimbursement at a rate of \$175 per credit or the actual tuition, whichever is less, during the term of the agreement.

Tuition reimbursement shall not exceed twelve (12) credits per fiscal year or a total of forty-five (45) credits during the employee's years of employment at any State College.

The College will cooperate in arranging employees' schedules to allow them to take advantage of the benefits of this program.

### **Procedure**

1. In order to be considered for tuition reimbursement, prior to enrollment in a course of study, the employee must complete the Request for Tuition Reimbursement Form available on the Employee Relations web page under the "Commonly Requested Forms" tab. The employee must obtain signatures from their Unit Head and Union Representative.
2. The completed form should be submitted to the Office of Employee Relations where the priority status of the request for Tuition Reimbursement will be identified as defined below.
3. Employee Relations will consult with the Union to determine appropriate procedures for submission of the application to an appropriate advisory person or group in the applicant's area of teaching or work.
4. The Office of Employee Relations forwards the signed form with noted priority status to the Vice President or Dean for their recommendation.
5. The Vice President or Dean forwards the form to the Provost for his/her approval and signature.
6. Within twenty (20) calendar days of the submission of the request to the Office of Employee Relations, the Provost will respond in writing, via the Request for Tuition Reimbursement form, as to whether the College will provide reimbursement subject to availability of funds.
7. The Provost returns the Request for Tuition Reimbursement form on to the Office of Employee Relations.
8. A copy of the signed Request for Tuition Reimbursement form will be sent to the candidate along with a memorandum advising of the priority category of the request.
9. Reimbursement for approved coursework at an accredited institution will be made (depending on the priority category and availability of funds) after the employee satisfactorily completes the course of study and submits written proof of payment of tuition and satisfactory completion to the Office of Employee Relations.

## **Priority Status**

In the event that funds are not sufficient to meet all requests that would otherwise be approved, priority shall be given to:

1. Those employees who are enrolled in a terminal or graduate degree program for which the employee previously received tuition reimbursement.
2. Those employees embarking upon an approved terminal or graduate degree program.
3. All other circumstances.