



## Administrative Policy

Policy Type:	Human Resources
Policy Title:	2.3.3 Tuition Waiver and Tuition Reimbursement for Non-union Administrative & Management Staff
Office Responsible:	Human Resources
Related Policies:	N/A
Related Procedures:	N/A
Related Laws:	N/A
HLC Criterion:	N/A

### **I. Policy Statement: Tuition Waiver**

Full time employees, their spouse and dependent children up to the time of their 26<sup>th</sup> birthday, are eligible for a tuition waiver/reimbursement to attend classes at the College. Tuition waiver/reimbursement for employees is limited to eight (8) credit hours in the fall, winter and summer semesters, and employees may only attend classes outside of their regularly scheduled work hours.

### **II. Procedure**

To apply and receive tuition waiver or reimbursement, full-time employees, spouses or dependent children shall take the following steps:

- A. Download the HR21 form from Inside OCC.
- B. After completing the form, send to Human Resources [hr@oaklandcc.edu](mailto:hr@oaklandcc.edu)
- C. Human Resources will review the form and if approved, send to Enrollment Services for processing.

### **III. Policy Statement: Tuition Reimbursement**

Effective July 1 of each fiscal year, the Board shall appropriate \$15,000 in its operating budget to be used to pay administrative and management staff members tuition for course work at other educational institutions. The course work or program of study must be pertinent to the needs of the College and/or duties of the employee and must be taken at an accredited institution of higher education. The course work must provide the employee with additional areas of competence.

All course work must be taken outside of regular work hours and on the employee's own time. Tuition reimbursement shall be for tuition and fees, but does not include reimbursement for books, or any other related expenses.

### **IV. Procedure**

1. The tuition reimbursement period will be for the fiscal year (July 1 to June 30).

2. Employees applying for tuition reimbursement must provide to the Human Resources Office a completed Tuition Reimbursement Application, a completed check request, an official grade report/or copy and receipt for tuition and fees paid in order to receive any reimbursement under their plan of work. Such courses must have grade(s) of a "B" or higher and the courses must be completed within the fiscal year.
3. Incomplete ("I") grades must be made up within the same or following fiscal year in order to receive reimbursement. Incomplete grades not made up in the same or following fiscal year shall not be eligible for reimbursement in future years.
4. Pursuant to terms of the Tuition Reimbursement Application, the maximum total of tuition paid to a full-time employee will be a maximum of \$600 per credit hour up to a maximum of \$5,000 per fiscal year. The maximum total of tuition paid to any part-time employee will be \$600 per credit hour, and shall only be available for one class per semester. If tuition is less than the applicable maximum per credit hour, reimbursement will be for the amount of the actual receipt.
5. Continuing education courses will be reimbursed only if a letter grade is awarded.
6. Courses at other colleges and universities that are equivalent to Oakland Community College classes are not eligible for tuition reimbursement except when required for degree completion, subject to approval by the Human Resources Department.
7. Receipts and official/or copy of grade report with check request must be submitted within 30 days of course completion. When possible, reimbursement will be made twenty (20) days following submission of official grade report/or copy and valid tuition receipt.
8. Each employee must complete the Tuition Reimbursement Application form as a prerequisite to receiving tuition reimbursement payments.

#### **Change Log**

##### *Tuition Waiver*

Approved 03-20-75

Revised 05-15-24

##### *Tuition Reimbursement*

Approved 07-29-93

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