



Administrative Policy

Policy Type: Human Resources  
Policy Title: Tuition Grants and Reimbursement Program  
Policy Number: 2.3.3  
Office Responsible: Human Resources

**Policy Statement**

Personnel may attend class at the College which are offered at hours outside of their assigned responsibilities without the payment of fees, since in-service training and growth are of benefit to the College. In addition, the spouse and dependent children residing with said employee who enroll in Oakland Community College credit courses shall be granted tuition authorization upon request prior to registration. Tuition grants for full-time employees are limited to one-half of the minimum number of hours required to be considered a full-time student.

Tuition Grants to Employees – Procedure

To apply and receive Trustee Tuition Grants, full-time employees or spouses or dependent children residing at home shall take the following steps:

- A. Request Application Form #Bus 60 from the Business Office on the appropriate campus or from the Accounting Department in the District Office.
- B. After completing the form, secure authorization by obtaining the signature of the campus President or the Director of Administrative Services in the District Office. Those designated administrators are responsible for determining that the employee or family member is eligible and the credit hours requested conform to Board policy and/or collective bargaining agreements.
- C. Present executed form to the cashier when registering on the campus where the course or courses will be taken.

Approved: 03-20-75

- D. 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 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 normally taken outside of regular work hours on the employee's own time. Tuition reimbursement shall be for tuition only and shall not include reimbursement for books, fees, or any other related expenses.

Administrative and management staff employees must provide their application for tuition reimbursement no later than March 15 of each year for the subsequent summer and fall semesters and by July 15 of each year for the subsequent winter and spring semesters. Upon completion of an approved course with a grade of "B" or higher, administrative and management staff members shall provide to the Human Resources Department an official transcript for courses completed and relevant tuition payment receipts.

Reimbursements of tuition will be made in January, July and October of each year.

The maximum payable tuition reimbursement in any single fiscal year shall be \$15,000. Tuition monies not utilized will not carry over to the next fiscal year.

Approved: 07-29-93

**Change Log**