

POLICY

The College may provide tuition reimbursement to full-time employees (as defined in Policy #3002) in accordance with the following procedures. Reimbursement may be provided for courses taken at any regionally accredited institution of higher education provided that the program of study is related to the field of specialization in which the employee renders service to the College. Fees and other expenses related to courses are not eligible for reimbursement. The reimbursement rate is limited to the prevailing Kean University undergraduate or graduate rate. The prevailing rate will be determined by the Human Resources Department.

Reimbursement will be made to the approved employees who has received college credit for course work, submitted proof of tuition payment, submitted proof of attendance, and submitted transcripts certifying successful completion of the course(s) with a grade of C or better to the Human Resources Department within six (6) months of the end of the semester the course(s) were taken. Doctoral candidates seeking reimbursement for dissertation credits must show proof of tuition payment and an appropriate grade to indicate satisfactory progress.

In instances where the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of such relevant agreement shall take precedence.

ADOPTED: April 25, 2011

PROCEDURE

1. Employees seeking a degree must obtain approval of the degree program via the **Degree Program Reimbursement Application** prior to seeking reimbursement for any of the courses that are part of the degree program. All degree programs eligible for reimbursement must be in the field of specialization in which the employee renders service to the College. The area Vice President will review programs submitted for approval and make recommendation to the President based on the accredited status of the academic institution and the applicability of the program to the employee's current position. The President's signatory approval is required on the Degree Program Reimbursement application. In the event that an employee is seeking his/her first Baccalaureate degree, a liberal arts program or other broad field of study may be considered for reimbursement.
2. All courses must be approved in advance of the course's start date by the employee's supervisor, area Vice President, and Human Resource Department via the **Degree Program Reimbursement Application**. The employee's supervisor cannot approve courses that interfere with the employee's normal work schedule. If the employee is seeking a degree, a copy of the fully approved Degree Program Reimbursement Application (see item 1, above) must be attached. Tuition reimbursement will include general education classes necessary to acquire a degree as long as the degree program has been approved for reimbursement in advance. If no degree is sought, the courses must be in the field of specialization in which the employee renders service to the College.
3. In the event that an employee is awarded financial aid by federal, state, institutional, and/or private grants/scholarship agencies (not including loans), the grants/scholarships will be applied first to tuition. If any employees' grants and/or scholarships exceed the amount of tuition owed, the employee will not be entitled to reimbursement. If an employee is awarded aid or scholarships that total less than the total tuition owed, reimbursement will be made to cover the balance paid out of pocket. The employee is required to disclose any grants/scholarships or discounts to the College prior to submitting expenses for reimbursement.
4. A maximum of twelve (12) credits per academic year (September to August), per employee are permitted for reimbursement. Only courses with prior approval will be eligible for reimbursement. Employees must submit a memo invoice along with copy of the fully approved Tuition Reimbursement Application, an itemized tuition and fee statement, proof of tuition payment, and passing grade transcripts to the Human Resources Department, within six (6) months of the end of the semester during which the course was taken in order to receive reimbursement. In the event that a class starts in one academic year and ends in another academic year, the start date of the class will determine the academic year.
5. Doctoral candidates seeking reimbursement for dissertation credits must show proof of tuition payment and an appropriate grade to indicate satisfactory progress. Eligible employees taking credit courses at institutions that do not base students billing on a traditional per credit basis must provide documentation to adequately substantiate the charges eligible for the reimbursement. The amount of reimbursement will be determined by the College.