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TITLE: TUITION ASSISTANCE FOR FULL-TIME EMPLOYEES

EFFECTIVE DATE: January 20, 2015

LAST REVISION: Initial*

Policy No. 217

PURPOSE

Baton Rouge Community College (BRCC) is committed to employing highly qualified and educated faculty and staff. With this policy, BRCC acknowledges LCTCS Policies #6.038 “Tuition Assistance for Full-Time Employees”.

SCOPE AND APPLICABILITY

This policy applies to all BRCC unclassified faculty, tenured and non-tenured, and all staff, classified or unclassified. To be eligible to receive educational assistance under this policy, the employee must have been employed at least one year in a full-time, permanent position and receive approval from his/her supervisor and the Chancellor his/her designee. Part-time employees are not eligible for the above educational benefits.

POLICY STATEMENT

This policy meets the Board’s commitment to employing highly qualified and educated faculty and staff. This policy is intended to guide LCTCS colleges in the development of college policy designed to provide tuition assistance. The college policy will determine allowances based on the Chancellor’s/Director’s or System President’s discretion factoring financial circumstances of the college.

DEFINITIONS:

Full-time Employee: An employee working 40 hours a week or 80 hours in a pay period; or, faculty placed under contract or under a letter of appointment to a permanent position for a period encompassing most or all of the entire academic year (i.e., faculty contracts or appointments of not less than 9 months). A student is not eligible if the individual’s primary status is as a student, or the individual works in a student designated position, since this is intended as an employment benefit.

Educational Assistance: Financial support for approved job related educational courses, professional certifications or licenses, or the acquisition of a degree. Financial support consists of the costs of tuition and applicable mandatory attendance fees.

PROGRAM REQUIREMENTS:

Course Criteria: Requests for educational assistance must be for courses that are job-related or part of a degree program. All academic courses must be taken at a Louisiana state college or university that is a regionally accredited institution.



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- Employee Eligibility:** Participation is limited to a full-time employee who has been employed at least one year in a full-time permanent position and who receives approval to register for the course(s) from his or her supervisor and BRCC Chancellor.
- Submission of Requests:** Employees must request education assistance and receive approval prior to the start of class.
- Course Limits:** Employees may take up to six credit hours of course work per semester (or the equivalent under other than regular semester systems).
- Reimbursement:** BRCC will use the following procedures when reimbursing employees upon completion of appropriate courses.
 - o Employees pay the required tuition and applicable mandatory attendance fees initially and are reimbursed for the costs when the course is completed and appropriate documentation is submitted.
 - o The course must be completed satisfactorily with a grade of “C” or better, or “Pass” if a Pass/Fail course, to be eligible for reimbursement.
 - o The employee must produce documented proof of successful completion of the course before reimbursement.
 - o This benefit does not cover fees or financial penalties associated with a dropped course, a course from which the student withdraws, or other types of financial penalties due to failure by the student to meet set deadlines.
- Continuation Requirements:** Any employee receiving tuition assistance will be required to sign an employment continuation agreement. When the tuition reimbursement payment is made, the employee will be required to sign an agreement to remain an employee of BRCC for at least two months from the date of receipt (of the reimbursement payment) for each credit hour reimbursed. (For example, if 6 credit hours are taken, a continuation agreement of 12 months will be required.) If the employee separates from BRCC prior to the end of the continuation period, the amount due back to the employer will be pro-rated.

EDUCATIONAL LEAVE

BRCC may allow educational leave for a chosen course if it is taken during the employee’s work day. However, employees are encouraged to schedule courses with minimal disruption to their regular work schedule by taking courses outside of regular work hours, on-line, or making up work hours missed with the supervisor’s approval. In all such situations, the employee’s taking of a course should not adversely affect department services.

TUITION WAIVER

Employees taking courses at a Louisiana college or university are encouraged to first consider using BRCC Policy #216, “Tuition Exemption for Full-Time Employees”, before requesting tuition assistance under this policy.



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EXCEPTIONS

Exceptions to the policy may be made by the Chancellor of the College. Further, the Chancellor will also determine whether the allowances of this policy can be exercised, factoring the financial circumstances of the College.

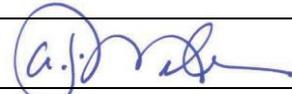
RELATED FORMS

Form HR-217-A *Initial Request for Tuition Assistance and Employment Continuation Agreement*

Form HR-217-B *Final Request for Tuition Assistance and Employment Continuation Agreement*

Source of Policy: LCTCS Policy #6.038

Related Policy: _____

Approved by: 
Chancellor Andrea Lewis Miller

Responsible Administrator: Human Resources

LCTCS Policy Reference: #6.038

LCTCS Guideline Reference: _____

Date: 1/20/2015