
E-3i(20) PROCEDURE Benefits for Eligible Employees: Tuition
Reimbursement

Tuition Reimbursement

A regular employee with a full-time equivalency factor of 0.75 or greater shall have the opportunity to be reimbursed for costs incurred for the completion of undergraduate or graduate credit course(s) from colleges or universities according to the following:

NOTE: Professional Association members and Faculty Association members are subject to the terms set forth in the negotiated agreement.

1. The course(s) must have prior approval of the Responsible Administrator.
2. The course is taken to maintain or improve job-related skills or the course is in a formal program of study the employee is pursuing and is job related or required to meet the qualifications for another position within the College.
3. Eligibility for reimbursement extends to a maximum of twelve (12) semester or equivalent credit hours in each fiscal year. The 12 credit hour limitation will be based on courses completed (not begun) in the given fiscal year. The intent is to reimburse employees for continuing their education but at the same time not to encourage employees to take so many hours and/or courses that it would interfere with their work responsibilities and/or performance at the College.
4. The employee must provide verification of satisfactory completion at the "C" grade level or above or pass if the course is taken as pass/fail. If the employee provides a transcript showing that the granting institution accepted the course with the appropriate grade, satisfactory completion may be achieved by testing out.
5. Following satisfactory completion of items 1, 2, 3, and 4 above, the employee shall be eligible for:
 - a. reimbursement equal to the UNL undergraduate courses in-state tuition rate per semester credit hour for undergraduate courses, or
 - b. the UNL graduate in-state tuition rate per semester credit hour for graduate courses, or
 - c. the actual cost if less than the UNL undergraduate courses tuition rate per undergraduate semester credit hour or the UNL graduate courses tuition rate per graduate semester credit hour.
 - d. UNL distance education courses typically have higher tuition rates than undergraduate or graduate courses but will be reimbursed at the appropriate undergraduate course tuition rate or graduate course tuition rate.