



COLLEGE POLICY

PERSONNEL

TOC

E-3i(21) PROCEDURE Benefits for Eligible Employees: Tuition Reimbursement

If an employee is reimbursed for any credit hours and the employee voluntarily ends their employment with the College for a reason other than retirement or disability within two years of when the last course was completed, the employee shall be required to repay the College for the tuition reimbursed in the previous two year period according to the following schedule:

- 100% for courses completed in the last 12 months
- 66% for courses completed in the last 13 to 24 months

The repayment to the College will be made within six months unless other payment arrangements are made with the College

Adopted Date: 11/16/2010; Revised 6/20/2017