

## **City Colleges of Chicago Tuition Reimbursement Policy**

**GENERAL PURPOSE:** To increase the effectiveness of City Colleges of Chicago (CCC) services by encouraging the professional development of employees through education, as well as by preparing employees for advancement.

### **I. EFFECTIVE DATE**

This policy adopted September 8, 2005, was amended effective July 1, 2009. Reimbursement for any course payable on or after July 1, 2009 will be subject to this amended policy statement.

### **II. ELIGIBILITY REQUIREMENTS**

#### **A. Applicants**

1. Applicants must be City Colleges of Chicago employees.
2. Applicants must be full-time administrators or full-time non-bargained for employees.

#### **B. Colleges, Universities and Vocational/Technical Institutions**

1. Applicant's school of enrollment may offer resident classroom or online instruction and be chartered by and be located within the State of Illinois.
2. Applicant's school of enrollment must be chartered by and located within the State of Illinois.
3. Colleges and Universities must be accredited by the Higher Learning Commission.
4. Technical/Vocational institutions must be licensed and approved by the State of Illinois or the Commission of the National Association of Trade and Technical Schools.
5. Courses offered at schools not accredited by the State of Illinois or by the Commission of the National Association of Trade and Technical Schools may be approved by the Vice Chancellor of Academic Affairs, if such courses have been authorized by a licensing board and/or professional association.
6. A course will not be reimbursed if a comparable class is offered at CCC.

#### **C. Course of Study**

Courses of study must be related to the applicants' current or probable future work with the City Colleges of Chicago.

### **III. CONDITIONS AND LIMITATIONS ON REIMBURSEMENT**

- A.** A maximum of two (2) classes will be reimbursed per semester, quarter or term.
- B.** Reimbursement is limited to a yearly entitlement amount set annually during the month of July by the Office of Human Resources.

- C. Individual reimbursement for graduate level courses will not exceed \$4,000 per fiscal year.
- D. Individual reimbursement for undergraduate level courses will not exceed \$2,000 per fiscal year.
- E. Reimbursement is for tuition only. The cost of books, lab fees, late penalties, supplies and other special fees are **NOT** reimbursable.
- F. Review courses for licenses or degrees, such as the Bar Review or CPA Review, will not be reimbursed.
- G. All applications must be submitted to the Office of Human Resources within 30 days of the date classes begin.
- H. The application must be approved by the applicants' College President/Vice Chancellor and by the Office of Human Resources.
- I. Reimbursement will be based on course level, available funds and the grade received.

#### **IV. APPLICATION PROCEDURES AND FORMS**

- A. Applicants must complete one (1) copy of the **Tuition Reimbursement Application** form. (Form: TRA100).
- B. Upon initial enrollment in a course or a degree program applicants must submit a **letter** to the Vice Chancellor of Human Resources which explains how the course or degree program relates to their current or probable future work duties. The letter must be signed by the College President/Vice Chancellor or designee, and will be placed on file.
- C. A letter must be prepared by the applicant at the beginning of each term under the following circumstances:
  - 1. If the applicant is taking individual university classes but not pursuing a degree.
  - 2. If the applicant is taking vocational/technical school classes but not pursuing a degree and/or complete study program.
- D. The complete application package must be submitted to the College President/Vice Chancellor for review, approval and signature.
- E. The package shall then be submitted to the Vice Chancellor of Human Resources by the College President/Vice Chancellor for final review and approval.
- F. The Vice Chancellor of Human Resources shall send a letter to the applicant and College President/Vice Chancellor accepting or rejecting the application.

#### **V. REIMBURSEMENT PROCEDURE**

##### **A. Reimbursement Documentation:**

Reimbursement is based on course level and the grades received. Reimbursement will be granted upon submission of original grade reports and original receipts of payment to the District Office of Human Resources, Benefits Division within thirty (30) days of the scheduled ending date of the classes. Photocopies of payment receipts and grade reports will not be accepted. Employees expecting late final grade(s) or those who wish to hold open their reimbursement request for some other

reason **must** promptly notify Human Resources, Benefits Division in writing. Unless this procedure is followed, reimbursement will not be paid.

## **B. Reimbursement Rates**

### 1. Undergraduate Level Courses

- a. Grade "A" - 100%
- b. Grade "B" and "C" – 75%

### 2. Graduate and Professional Level Courses

- a. Grade "A" – 100%
- b. Grade "B" – 75%
- c. Grade "C" or below is NOT reimbursable

### 3. Grades of "Pass" in a course graded on a Pass/Fail Basis reimbursed at 75%

## **VI. FAILURE TO COMPLY**

Failure to comply with this policy will result in the rejection of the application and non-payment of reimbursement. The Vice Chancellor of Human Resources will, in all cases, exercise the final judgment as to whether or not reimbursement will be granted and, if so, the amount of reimbursement.

**Office of Human Resources will administer the Tuition Reimbursement Program without regard to race, color, religion, gender, age, sexual orientation, national origin or handicap.**