

Policy: 4.06

Educational Assistance

Purpose: To assist employees in achieving their educational and career goals.

Definition

Legal dependents: Defined as those who can be claimed as exemptions per Internal Revenue Service guidelines.

Policy Statement

Full-time employees, their spouses, and legal dependents, as well as KCKCC retirees and their spouses, are eligible for a 100% employee scholarship for classes taken at KCKCC. These individuals will be responsible for paying any course fees associated with a class in which they are enrolled. Priority of enrollment in classes will be given to students who pay full tuition up to an including the first day of classes.

- a) KCKCC dependents will not be denied continuation in the program if they have satisfactorily completed the preceding semester.
- b) Dependents who pay half tuition to ensure their spot will not be required to pay the 2nd half of the full tuition if the program is not full on the first day of classes.

The scholarship shall cover Kansas Resident tuition and fees for courses taken through KCKCC. After the completion of twelve credit hours, the employee must satisfactorily complete a minimum of 50% of all courses—including the initial 12 hours—and must maintain a 2.0 GP in order for the scholarship to be renewed.

Those employees and retirees interested in obtaining an employee scholarship for themselves, their spouse, and/or legal dependent(s) must complete an Employee Tuition Scholarship Application and submit it to the Chief Financial Officer's Office.

Part-time regular employees must work a minimum of 20 hours per week in order to be eligible for 50% of this employee scholarship for classes taken at KCKCC. Adjuncts are eligible for 50% of this employee scholarship for classes taken at KCKCC during the semesters in which they teach for the College.

A. Enrollment Discounts for Non-Credit Education Courses:

Active employees, their spouses, legal dependents, and KCKCC retirees and their spouses may take most Continuing Education & Community Services courses for one half of the rate published to the public.

Discounts are not available for courses offered through vendors, such as Gatlin, Ed 2 Go, Command Spanish, CCI, and Pronto Spanish, and any others designated by the Dean of Career and Technical Education.

There may be material fees for some courses. In these cases, eligible students pay for materials

and half the cost of tuition Silver Advocate Club members are eligible to take Silver Advocate Club classes at the published rate. If they are enrolled in classes with materials, Silver Advocate Club members must pay the full material fee.

B. Outside Tuition Reimbursement Policy

Upon successful completion of a one-year employment period, all full-time employees will be eligible for an Outside Tuition Reimbursement Plan. The policy, however, does not apply to the employees who are on the Master Contract. Reimbursement for courses taught in other institutions will not be made if those courses are offered at KCKCC. Qualified applicants will be eligible for up to 100% tuition reimbursement for the first \$500 and 50% tuition reimbursement for expenses above \$500 based on courses related to degree requirements and/or job enhancement, with a maximum reimbursement of \$3,000 per employee annually. KCKCC will pay 50% of tuition cost at the beginning of the semester when the employee enrolls and 50% upon successful completion of the class. Actual reimbursement shall be based on the total funds allocated annually and may be prorated depending on the number of participants each semester who successfully complete approved courses and apply for funds. Required books and materials for each approved class may be included as an allowable expense. One-half ($\frac{1}{2}$) of the appropriated money for this program will be prorated among all the applicants in each Fall semester. All remaining funds will be prorated for each Spring semester. Should any funds still remain, they will be prorated for each Summer session. Request forms will be submitted to Deans and, if approved, forwarded to the Cabinet member and the President for final approval. Upon successful completion, the employee will submit grades and other appropriate documentation, including all receipts for which reimbursement is requested and proof that books and materials are indeed required, with the approved Request for Reimbursement Form to the Chief Financial Officer's Office.

Following outside tuition reimbursement, employees will agree to continue employment at KCKCC for a period of 18 months from the successful completion date of the class. If the employee should choose to leave the College prior to 18 months, the employee will repay the College at the rate of $\frac{1}{18}$ of the total assistance paid for each month remaining of the 18-month period.

If an employee does not conclude course work satisfactorily, he/she must return to the College the funds received.

While educational assistance is expected to enhance employee's performance and professional abilities, KCKCC cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases. The amount earned for outside tuition reimbursement will be determined annually, based on the availability of funds.

Employee Procedure for Outside Tuition Reimbursement

1. Obtain the form, Request for Tuition Reimbursement for Outside Coursework for Full-Time Employees, from the Chief Financial Officer's Office.
2. Submit the following documents to your Dean and the Cabinet member for approval:

- a) The completed original copy of the approved Reimbursement form.
- b) A Request for Purchase for the amount.
- c) A copy of grade report or appropriate documentation.
- d) Receipts for all expenditures.

Submit all paperwork to the Chief Financial Officer's Office.

Revision Approved: 06/16/2020