



Title: *Tuition Assistance Policy Supplemental*

I. Introduction

The purpose of the tuition assistance program is to provide opportunity for employees to improve their skills in their current jobs or prepare for promotional opportunities within the City. The purpose of this supplemental is to provide guidance on this program to ensure uniform application of this policy.

The City Manager reserves the rights to suspend the benefits of this policy at any time and during such times as the budgeted funds are expended or are required for essential City services. Funds for this program are budgeted annually and will be disbursed on a first come, first serve basis.

II. Scope

This policy applies to all full-time City employees who have completed initial probation.

III. Definitions

- A. **Approved Course.** An approved course is one which will either improve the employee's ability to perform their present position or will prepare them for a job with the City which will require a higher level of knowledge, responsibility, and skill.
- B. **Approved Institution.** Any accredited college, university, technical institute, community college, correspondence school, or any other institution approved by the City.
- C. **Eligible Expense.** Tuition, registration fees, laboratory fees, and student fees are eligible expense. Books, special equipment, tools, travel expenses, and miscellaneous supplies such as pencils and paper are not reimbursable expenses. All reimbursement is subject to availability of funds.
- D. **Eligible Employee.** All full-time employees who have successfully completed probation are eligible under this program.
- E. **Successful Course Completion.** Successful course completion will normally be construed to be a grade of "C" or better when grade letters are given. Otherwise as in the case of Pass/Fail or in courses where no grade is given, a written statement of

successful completion from the instruction will be acceptable to demonstrate completion of a course.

- F. **Reimbursement Amount.** Eligible employees may be reimbursed 50% of eligible expenses each fiscal year (July 1 – June 30).
- G. **Work Time.** This plan covers those courses of study voluntarily taken by employees and would normally be scheduled for off-duty hours. The City will encourage employees by allowing flex schedules to accomplish their educational objectives. Vacation time, overtime, or comp time may be used solely in the discretion of the department head, and then only if the time can be scheduled without interruption to the work place.

IV. Application Process

In order to apply for the tuition assistance program the following steps are to taken by the employee:

- A. Employees should discuss their education or training needs with their department head and complete a tuition assistance application, which should be returned to the department head.
- B. If approved by the department head, the application should be forwarded to the Human Resources Officer for review and the City Manager for final approval. After review by the City Manager a copy of the application will be returned to the employee. Human Resources will meet with the employee and discuss the documentation needed to obtain reimbursement.
- C. The City Manager or department head will discuss with the employee if the application is not approved.

V. Reimbursement Process

After successful completion of the course, the coworker may apply for reimbursement of eligible expenses using the following steps:

- A. The employee will complete a Tuition Reimbursement Request form, listing all eligible expenditures. Attach all receipts and verification of the passing grade and submit to the department head.
- B. After review by the department head the employee will submit Tuition Reimbursement Request form with attachments to Human Resources within 30 calendar days after completing the course or five days prior to the end of the fiscal

year, whichever comes first. Human Resources will send the Tuition Reimbursement Request to the Finance Department for reimbursement.

Attachments

- A. Attachment 1: Tuition Reimbursement Application form
- B. Attachment 2: Tuition Reimbursement Program Refund form

This policy is being instituted by City Management in accordance with Article I Section 8. Departmental Rules and Regulations and this Tuition Assistance Policy is a supplement to the Personnel Policy of the City of Hendersonville.



W. Bowman Ferguson, City Manager



Date

CITY OF HENDERSONVILLE TUITION ASSISTANCE PROGRAM APPLICATION

NAME: _____
LAST
FIRST
JOB TITLE

DEPARTMENT: _____ DIVISION: _____ OFFICE PHONE: _____

EDUCATIONAL BACKGROUND CIRCLE HIGHEST GRADE COMPLETED:

Grade School High School Technical/Community College College
 1 2 3 4 5 6 7 8 9 10 11 12 1 2 1 2 3 4 ()

Name of Institution (last attended) _____ Major Subject _____ Degree/Cert./# of Semesters/Credits _____

I hereby submit the following course for approval under the rules of the Tuition Assistance Program offered by the following institution:

Name of Institution _____

COURSE TITLE	CREDITS/ UNITS	DATE BEGINS	DATE ENDS	COSTS			
				REGISTRATION	TUITION	STUDENT LAB FEES	GRAND TOTAL

1. Graduate course? Yes No
2. I am working toward: Certificate Degree Credit only in area of _____
3. Name of certificate or degree: _____
4. State briefly why you believe this course will help you in your present job or prepare you for career advancement with the Town in your current occupation.

I understand that if my application is approved, the City of Hendersonville will reimburse 50% of the costs of registration, tuition, and lab fees, upon my completion of the course and certification that my grade(s) meet the standards of the program.

APPLICANT'S SIGNATURE: _____ DATE: _____

APPROVED: Department Director: _____ DATE: _____

NOT APPROVED: Department Director: _____ DATE: _____

APPROVED: Human Resources Director: _____ DATE: _____

NOT APPROVED: Human Resources Director: _____ DATE: _____

Instructions on Back

OBJECTIVE OF TUITION ASSISTANCE PROGRAM

The objective of this program is to encourage City employees, who have completed initial probation, to take course work, which will improve their performance in their present position(s) and/or help prepare them for positions of higher responsibility within their current occupations.

SCHOLARSHIP STANDARDS REQUIRED FOR REFUNDS

Following are the standards necessary in order to qualify for the allowable refund of educational costs:

SYSTEM	STANDARD
A, B, C, D, E, (F)	C or better
L (Low), P (Pass), H (High)	P or H
Pass, Fail	Pass
Satisfactory, Unsatisfactory	Satisfactory

INSTRUCTIONS FOR APPLICANTS

1. **Prior to registration**, submit one (1) copy of the completed application to your supervisor and your supervisor will transmit it to your Department Head. A separate application must be submitted for each course.
2. Applications submitted after registration has been completed will not be approved.
3. If approved, the application will then be forwarded to the Human Resources Officer.
4. Notice of approval will be mailed to you together with the Refund Certificate. If the application is not approved, a reason will be provided.
5. After the course has been successfully completed, you are responsible for completing the refund certificate and attaching a copy of the official grade report. The certificate **must be returned within 30 calendar days of completing the course** or your reimbursement will be canceled.
6. The completed refund certificate should be given to the Human Resources Office together with receipts for all refundable expenses. Documentation will then be sent to the Finance Department for the amount of refund due and a check will be sent to you.

CITY OF HENDERSONVILLE
TUITION ASSISTANCE PROGRAM

MEMORANDUM

DATE:
TO:
FROM: David A. Sapp, Human Resources Officer
SUBJECT: NOTICE OF APPROVAL
COURSE:

This is to inform you that your application for participating in the City's Tuition Assistance Program has been approved.

In order for you to qualify for a refund, please keep a record of eligible expenses below and attach a copy of the receipts and the official grade report or a letter from an official of the institution verifying successful course completion. You must submit this **REFUND CERTIFICATE** and attachments within 30 calendar days of completing the course or two weeks prior to the end of the fiscal year, whichever comes first.

If you, for any reason, do not complete this course, please notify the Human Resources Department. This money has been set aside for your use. If you do not complete the course, this will make additional money available so that other employees can be reimbursed for their courses. Thank you.

ITEMIZED EXPENSES

COURSE TITLE	REGISTRATION	TUITION	STUDENT/LAB FEES	GRAND TOTAL

SIGNATURE OF STUDENT: _____ DATE: _____

NOTE: PLEASE ATTACH ALL RECEIPTS TO THIS FORM.

I certify that the City of Hendersonville Tuition Assistance Program is the only source from which I will receive reimbursement for the itemized expenses listed above. I understand that should I leave the City's employment for reasons other than reduction-in-force within six (6) months of being reimbursed for the above course, I must repay the City the amount of my reimbursement. I authorize payroll deduction of any such repayments.

SIGNATURE OF STUDENT / EMPLOYEE: _____

DATE: _____

TO: _____

FROM:

SUBJECT: TUITION ASSISTANCE

According to your Application for Tuition Assistance you have completed a class entitled _____ . The ending date for this class was _____ .

As you know we need to have the Refund Certificate, your grade report and a receipt for payment of this class in order to reimburse you for it. As the instructions indicated, if these are not returned within 30 days of completing the course, your reimbursement will be cancelled.

So that we understand the status of your class, please check one reason below.

- () Have not received grade report yet
- () No longer need to be reimbursed because I dropped the class or did not receive a grade of "C" or above.
- () Other - Explain: _____

Please return this memo to me in Human Resources as soon as possible. If you have a question call me at 697-3003.

Thank you.

David A. Sapp
Human Resources