

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 500.08: Tuition Reimbursement Plan

In support of educational and professional development, the Board of Trustees of Asheville-Buncombe Technical Community College (A-B Tech) will determine whether funds will be made available for tuition reimbursement at A-B Tech or another accredited institution for full time regular employees who have successfully completed the established introductory period and/or tuition reimbursement for eligible immediate family members who are taking an A-B Tech course(s). When funds are available, reimbursement will occur for classes taken after the employee has completed the established introductory period, provided they are still in active pay status or on an approved unpaid leave of absence.

## Approval Guidelines:

* When funds are available, an e-mail announcement will be sent to let employees know that tuition reimbursement requests can be submitted. The announcement will be posted in departments where employees do not have ready access to a computer.
* This benefit is available in the order that eligible requests are received after the announced date, and until allocated funds are depleted. Eligible employees may be approved for curriculum or continuing education courses taken at A-B Tech or curriculum (credit bearing) courses taken at another accredited college or university. The supervisor may approve courses taken during working hours and may require the use of accrued leave.
* Eligible family members may be approved for A-B Tech courses only.
* Courses involving sports, games, or hobbies may not be approved unless they have a reasonable relationship to an employee’s A-B Tech position, or they are required as part of a degree program being pursued by the employee or eligible family member.
* This benefit applies to tuition only. Special course fees, enrollment fees, testing fees, and expenses such as travel, laboratory fees, uniforms, student insurance, books and materials are not covered under the Tuition Reimbursement Plan.
* If a request is approved, all changes due to the dropping, adding, or cancellation of a class must be communicated to the designated Human Resources (HR) representative. These actions cancel approval for reimbursement. Reimbursement for an alternate class requires submission of a new Tuition Reimbursement Plan Request form. Approval will depend on the availability of funds at the time of the new reimbursement request.

## Tuition Reimbursement Procedures:

* Locate the Tuition Reimbursement Plan Request form on the HR Portal page.
* Return the completed and signed Tuition Reimbursement Plan Request form to the designated HR representative.
* Every request for tuition reimbursement will be reviewed and the employee will be notified of the approval decision. The approval process may take up to ten business days after the request is received by Human Resources, therefore employees should submit their completed form well in advance of the course start date.
* In order to receive the approved reimbursement, the employee must submit the following three documents to the designated HR representative within three weeks of the course end date:
1. For curriculum (credit bearing) courses, a transcript showing course completion with a grade of “C” or better for an undergraduate course or “B” or better for graduate coursework. A-B Tech curriculum courses require an unofficial transcript and A-B Tech continuing education courses require proof of course completion. For curriculum courses taken at other colleges or universities, an official transcript is required.
2. Documentation from the institution showing the cost per credit hour. If A-B Tech, there is no need to provide this cost information.
3. Receipts showing the tuition payment for the approved course(s). Non-tuition costs should be distinct from tuition costs because they are not eligible for reimbursement.
* If the required documents are not received by the due date, the reimbursement may be forfeited and reallocated to another employee.
* Checks for reimbursement will be distributed as per Business Services Department procedures and timelines, after the above documents are submitted and approved.

## Tuition Limits:

Reimbursements are made to the employee, subject to the below maximum amounts per fiscal year.

* A-B Tech Employees & Dependents Curriculum Tuition – Up to $912 (equal to 12 credits)
* A-B Tech Employees Only – A-B Tech Continuing Education Tuition – one class, up to $200
* A-B Tech Employees Only – Accredited Colleges or Universities – up to $1,000

## Definition:

Position categories are defined in Policy 503.05

Eligible immediate family member (for A-B Tech courses only): Eligible employee’s spouse or dependent child(ren) when documentation is (or has been) provided to verify that they are covered by one of the College benefit plans or listed as a dependent on federal or state income tax returns.

Owner: Executive Director, Human Resources and Organizational Development, Ext. 7900

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## See Tuition Reimbursement Request Form