

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 5.2.2

Title: Employee and Dependent Tuition Reimbursement	
Originated by: Vice President – Business Affairs	
Signature	Date
Approved by: President/CEO	
Signature	Date
Reviewed on: 8/15/2014	Revised on: 8/15/14

Policy Statement: To facilitate the professional growth and development of all its employees, Manhattan Area Technical College will award tuition reimbursement for employees and their dependents enrolling in approved education courses or trainings offered by the College. (Note: *The employee or his/her dependent is responsible for paying for fees and materials for the course. For additional details see MATC Policy and Procedure Manual.*)

Rationale: Manhattan Area Technical College recognizes that continued professional development improves employee job performance and increases job satisfaction and retention. The College also believes that removing the financial hardship associated with such training will encourage employee participation and promote positive morale.

Definitions and Procedures:

1. Eligibility
 - a. A “Student” for purposes of tuition reimbursement, shall mean the employee or a spouse or any dependent that is currently claimed for federal tax reporting.
 - b. To be eligible for tuition reimbursement, a full-time employee must be continuously employed by the college on the Student’s first day and last day of the class.
 - c. An adjunct faculty member who has taught for a total of ten semesters, excluding summer, is also eligible for 3 credit hours of tuition reimbursement per semester.
 - d. The amount of reimbursement shall equal tuition only, not any required course fees. The cost of books, supplies and fees are not eligible for reimbursement. The employee or dependent is eligible for a waiver of tuition only (exclusive of fees and materials) up to \$500.00 per semester.
 - e. Tuition reimbursement shall only be made upon certification or successful completion of the course, which is defined as earning a grade of “C” or better, or a “pass” in a pass/fail course. Withdrawals, non-credits, audits,

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or incompletes are not eligible for reimbursement.

- f. Completed paperwork must be received in the Accounting Office within one calendar year from the beginning of the semester in which the class was completed. Tuition reimbursements will be made by either check or direct deposit into the employee's back account.

2. Tuition Reimbursement Request Procedures

- a. In order to receive tuition/fees reimbursement, the employee must submit to the employee's supervisor the approved Request for Tuition Reimbursement Form within one calendar year from the beginning of the semester in which the class was completed. The reimbursement request must contain a copy of appropriately marked paid receipts, and a copy of a grade report showing successful completion of the course(s). The cost of books, supplies, tools, and other related educational expenses are not eligible for reimbursement
- b. The Vice President or designee will approve or deny the request and notify the employee of the decision.

This benefit is intended to comply with the provisions of Internal Revenue Code Section 117(d) and the regulations thereunder.