

<p align="center">OGDEN-WEBER TECHNICAL COLLEGE</p>	<p align="center">Number 520.33</p>	<p align="center">Effective Date 2/26/98 Revised 9/12/19 10/20/22 10/03/24</p>	<p align="center">Page 1 of 1</p>
<p align="center">POLICY</p>		<p align="center">Approval: President's Cabinet</p>	
<p>Title TUITION ASSISTANCE</p>			

1. PURPOSE AND SCOPE

The purpose of the policy is to provide procedures for requesting assistance for tuition costs.

2. POLICY

It is the policy of the College to provide tuition assistance to eligible employees when funds are available.

3. DEFINITIONS

Semi-annually: For purposes of this policy, “semi-annually” is defined as the time periods from July 1 through December 31 and January 1 through June 30.

4. REFERENCES

- Ogden-Weber Technical College Personnel Classifications policy (#520.5)

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TUITION ASSISTANCE			

1. General Guidelines

- 1.1** Employees shall be considered for assistance up to \$750 semi-annually based upon availability of funds in the division's budget.
- 1.2** To be eligible for tuition assistance, employees shall meet the following requirements:
 - 1.2.1** Be employed by the College for a minimum of one year.
 - 1.2.2** Be a salaried employee when requesting assistance.
 - 1.2.3** Course(s) shall be taken at an accredited institution after completion of one year of employment.
- 1.3** Assistance shall only be considered for costs paid by the employee and not for costs covered by other sources such as grants, scholarships, veterans assistance, or other assistance.
- 1.4** Tuition assistance payments shall be charged to the employee's department budget. Supervisors are advised to only approve a request if funds are available.

2. Tuition Assistance Request Process

- 2.1** Upon completion of course(s), employees seeking assistance for tuition shall fill out the Tuition Assistance Request form through the College's electronic form system.
- 2.2** Employees shall be paid via EFT, separate from payroll, by filling out the ACH/EFT Authorization form in the College's electronic form system.
- 2.3** Employees shall include the following documentation with their request:
 - 2.3.1** Evidence of course completion with a passing grade of "C" or better if letter grades are given; or

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2.3.2 Certification of successful completion of a course for competency-based programs; and

2.3.3 Detailed receipt for tuition paid listing the course(s) on their request.

2.4 The employee's supervisor shall:

2.4.1 check the form for content applicability;

2.4.2 verify all required documentation is attached to the form;

2.4.3 verify funds are available in the respective budget; and

2.4.4 approve or deny the request.

2.5 A representative of the Human Resources Department shall:

2.5.1 verify the eligibility of the employee;

2.5.2 verify documentation;

2.5.3 verify the request time frame; and

2.5.4 approve or deny the request.