

# Erie County Board of Developmental Disabilities

Fiscal Operations

September 2009

## TUITION REIMBURSEMENT POLICY

As a means to promote its mission and vision, the Erie County Board of Developmental Disabilities (ECBDD) encourages professional growth and development by way of its tuition reimbursement program.

Tuition reimbursement is defined as reimbursement to a staff member for a college course that is offered by an accredited educational institution that will lead to employment or advancement in the field of developmental disabilities. All full-time and part-time permanent staff members are eligible for the ECBDD tuition reimbursement program. Staff members in the probationary period process are not eligible to utilize the tuition reimbursement.

Availability of funds shall be set by the Board through the annual budget process. Generally, tuition reimbursements will be made on a first-come-first-serve basis. A staff member who has applied and been approved for tuition reimbursement pursuant to this section must, as a condition for such reimbursement, continue employment with ECBDD for at least twelve (12) months from the date of the last received tuition reimbursement payment. A staff member, who does not fulfill this commitment, whether through resignation, retirement, or discharge, is required to return all funds received under this tuition reimbursement program. Such funds may be withheld from any remaining paycheck(s) or other payment(s) due to the staff member.

### Guidelines:

- 1) ECBDD shall reimburse the staff member up to a maximum of 50% of the out of pocket cost for each course successfully completed up to an annual limit of \$1,000 per individual.
- 2) A "Request for Tuition Reimbursement" form must be submitted by the staff member and approved by the Superintendent prior to the commencement of each course. A staff member shall be personally responsible for all costs incurred if prior approval is not obtained. The Personnel Committee of the Board shall review on a quarterly basis all approved and/or denied tuition reimbursement requests.
- 3) Reimbursement will be processed when the staff member submits verification of tuition payment and successful completion of the course. Successful completion is defined as a grade of "C" or higher for an undergraduate course, a grade of "B" or higher for a graduate level course, or a "pass" indicator in a Pass/Fail course. Tuition reimbursement shall not be provided if the staff member does not complete the class.
- 4) Approval for tuition reimbursement of a course does not obligate ECBDD to future or continued approval. Approvals are only valid for the specific course requested.
- 5) Other miscellaneous expenses such as textbooks, parking, supplies, computer access charges, lab fees, and etc. are not reimbursable. Tuition reimbursement will be reduced if the staff member receives any other financial aid that does not have to be repaid (i.e., GI Bill, scholarships, and grants). The staff member is responsible for notifying the Board if he/she receives any other financial aid. Failure to notify the Board may result in loss of

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tuition reimbursement eligibility under this policy and re-payment of tuition reimbursement funds already paid to the staff member.

**REQUEST FOR TUITION REIMBURSEMENT**

NAME: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

DATE OF ONSET OF COURSE: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

EDUCATION INSTITUTION ATTENDING FOR COURSE: \_\_\_\_\_

TOTAL ESTIMATED COST OF COURSE (PLEASE REDUCE TOTAL COST OF COURSE BY ANY OTHER FINANCIAL AIDE): \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_