

Tuition Reimbursement

04/11/2003 (Revised 08/11/03, 7/27/04, 7/15/05, 2/28/08, 12/15/14, 01/29/16)

San Jacinto College will reimburse active, full-time, employees who have completed 6 months of continuous service at the time of enrollment for classes taken at San Jacinto College. Subject to availability of funds, the College will reimburse tuition and fees up to \$1,200 per fiscal year with the following guidelines:

- \$600 reimbursement per employee per reimbursement period, not to exceed \$1200 per fiscal year for one employee. Reimbursement will be allocated and distributed on a first come, first served basis.
- Reimbursement funds will be budgeted in the amount of \$50,000 per fiscal year.
- For credit courses, reimbursement will be paid after classes are completed and a grade of 'C' or better has been awarded. For continuing education courses, reimbursement will be made after classes are completed and the requirements of the class have been mastered or the CEU credits have been awarded.
- Reimbursement **will not** be allowed for auditing courses.
- The cost of books, supplies and fees are covered as long as a receipt for payment is provided.
- Late fees, installment fees and add/drop fees **will not** be reimbursed.
- It is at the discretion of leadership whether an employee may be released during normal working hours to attend a class. The adjusted schedule must account for the total hours required for the employee's position.
- Out of district fees will be waived; however, the Registrar's office must be notified of residency status prior to payment of tuition and fees.
- Funds are **not** available for family members.
- Employee tuition **cannot** be paid or reimbursed from SJC departmental budgets.
- "Free" courses provided through the Interactive Learning Centers or Employee Wellness Programs do **not** fall within this procedure.
- Courses paid for by grants are not eligible for reimbursement under this policy.
- Reimbursements must occur within the fiscal year in which classes are taken.

To receive tuition reimbursement, the following procedures must be followed:

1. An Employee Tuition Reimbursement Forms should be completed and submitted to Human Resources as soon as the employee has registered for the course(s). All forms will be logged by date of receipt in an attempt to assess the potential reimbursements requested. As the submitted forms near the allotted dollar limit, the employee will be notified that reimbursement may not occur due to limited funds.
2. In compliance with the chart shown below, employees must submit grades or CE requirements to Human Resources by the deadline listed.

Reimbursement Period	Deadline to Submit Grades
Period 1	January 15
Period 2	May 17
Period 3	August 15

Grades submitted after the deadline may not be processed until the next reimbursement period, and only if funds are available. The date of the original submission (step 1) and the date of grade submission (step 2) will be considered in determining the order of reimbursement until all available funds are expended. Tuition reimbursement may not cross fiscal years.

EMPLOYEE TUITION REIMBURSEMENT FORM
SUBMIT FORM TO THE HUMAN RESOURCES OFFICE
AFTER COURSE REGISTRATION

NAME _____ G# _____

Campus _____ Department _____ Ext _____ Pay Cycle Biweekly/Monthly

SEMESTER REGISTERED FOR _____

CLASS NAME	CAMPUS	GRADE

- Submit this completed form now, and then submit grades upon completion of the course, along with a copy of the SJC schedule fee bill.
- Employee tuition paid by grant or scholarship will not be eligible for reimbursement.

I UNDERSTAND I AM RESPONSIBLE FOR TIMELY TUITION PAYMENT TO OBTAIN CLASSES FOR THE SEMESTER. I AM RESPONSIBLE FOR FEES ACCRUED DUE TO LATE REGISTRATION AND/OR LATE COURSE DROP.

I UNDERSTAND THAT TUITION REIMBURSEMENT WILL BE SUBJECT TO THE AVAILABILITY OF FUNDS, AND THAT **I WILL NOT QUALIFY FOR REIMBURSEMENT IF I DO NOT COMPLETE AND OBTAIN A GRADE OF 'C' OR BETTER OR MEET THE CEU REQUIREMENTS IN THE CLASSES LISTED ON THIS FORM.**

REIMBURSEMENT WILL NOT BE INITIATED UNTIL I SUBMIT MY GRADES TO HUMAN RESOURCES.

Employee Signature

Date

Office Use Only	
Date Completed Form Received _____	HR Initials _____
Date Grades Submitted _____	HR Initials _____
Date Reimbursement Processed _____	HR Initials _____