

RESOLUTION FY 2013-11

Approval of a Tuition Remission Policy for  
Undergraduate and Postgraduate Coursework for  
Administrative and Classified Employees

WHEREAS, Edison Community College is dedicated to support a culture of excellence and to provide its employees opportunities to participate in continued education development as an additional benefit of employment, and

WHEREAS, it is the policy of Edison Community College to underwrite a portion of the cost of tuition for undergraduate and postgraduate coursework taken at regionally accredited, four-year colleges and universities, and

WHEREAS, the course(s) must directly apply to the employee's current position or prepare the employee for advancement opportunities within the College, and

WHEREAS, the tuition remission must be applied for and approved in advance by the employee's supervisor and the Vice President of Strategic Human Resource, and

WHEREAS, the College will budget each fiscal year (July 1 – June 30) a pool of funds based on the availability of funds.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Edison Community College hereby approves the attached Tuition Remission Policy for Undergraduate and Postgraduate Coursework for Administrative and Classified Employees.



# TUITION REMISSION POLICY FOR UNDERGRADUATE AND POSTGRADUATE COURSEWORK FOR ADMINISTRATIVE AND CLASSIFIED EMPLOYEES

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Responsible College Officer: Vice  
President of Strategic Human Resources  
Originally Approved: January 23, 2013  
Revised: N/A  
Original Policy #: N/A

<b>Initiated by:</b>	Linda Peltier, Vice President of Strategic HR	Date: 12/19/12
<b>Reviewed by:</b>	President's Cabinet	Date: 1/8/13
<b>Approved by:</b>	Board of Trustees	Date:

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## PURPOSE

Edison Community College is dedicated to support a culture of excellence and to provide its employees opportunities to participate in continued education development as an additional benefit of employment.

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## POLICY STATEMENT

It is the policy of Edison Community College to underwrite a portion of the cost of tuition for undergraduate and postgraduate coursework taken at regionally accredited, four-year colleges and universities. The course must directly apply to the employee's current position or prepare the employee for advancement opportunities within the College. The tuition remission must be applied for and approved in advance by the employee's supervisor and the Vice President of Strategic Human Resources. The College will budget each fiscal year (July 1 – June 30) a pool of funds based on the availability of funds.

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## PERSONS AFFECTED

All regular full-time and benefits-eligible part-time administrative, professional/technical, and classified employees of Edison Community College are eligible for tuition remission beginning the semester immediately following the semester in which they begin employment, unless preapproved by their supervisor and the Vice President of Strategic Human Resources. The employee must continue employment with the College throughout the period of educational enrollment.

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## DEFINITIONS

1. Eligible Employees – Regular full-time and benefits-eligible part-time administrative and classified employees.
  2. Tuition –Instructional and General Fees.
  3. Tuition Remission – Reimbursement of a portion of undergraduate or postgraduate tuition towards a degree through an approved regionally accredited higher education institution to eligible employees.
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