

Rock Valley College

Tuition Fee Reimbursement for Faculty & Non-Faculty RVC Administrative Procedure (3:30.060)

A. Purpose

The purpose of this procedure is to outline the guidelines and requirements for tuition fee reimbursement available to full-time RVC employees. This program supports professional development by assisting employees in furthering their education through accredited college courses, enhancing their skills and knowledge to benefit both their career growth and the College.

B. Scope

This procedure applies to all full-time RVC employees, both faculty and non-faculty, who have completed one (1) full year of continuous employment and wish to apply for tuition reimbursement for courses taken at an accredited college.

C. Department and Primary Point of Contact Involved

- Human Resources Benefits Coordinator: RVC-HRBenefits@rockvalleycollege.edu
- Employee's Supervisor

D. Procedures

1. Application Process:

Before registering for any class, complete **Part I** of the tuition reimbursement application and include the course summaries. Submit these documents to your supervisor for approval. After your supervisor approves the application, forward it to the Human Resources Benefits Coordinator for processing.

- **Deadline:** Submit the application at least **two weeks before** the course starts. Late submissions will only be considered if unforeseen circumstances (as determined by the supervisor) prevent timely submission.
- Once the Benefits Coordinator receives your application, they will send you a stamped, "approved" copy.

2. Reimbursement Rates:

- **Graduate courses:** up to \$250 per credit hour
- **Undergraduate courses:** up to \$125 per credit hour

3. Credit Hour Limits:

Employees may receive reimbursement for up to **15 credit hours per fiscal year** and a maximum of **45 credit hours** while employed at RVC.

4. Work Hours and Class Attendance:

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Employees may take a maximum of one course per semester during work hours. Any time spent attending class during the employee's regularly scheduled work shift must be made-up during the same week or can be paid using accrued time.

5. **Post-Course Documentation:**

After completing the course and receiving a final grade, employees must complete Part II of the tuition reimbursement application. This form, along with an unofficial transcript that includes the employee's name, the institution's name, and the final grade, must be submitted to the Benefits Coordinator. To be eligible for reimbursement, Part II and all required documentation must be submitted within **30 days** of course completion.

6. **Reimbursement Payments:**

Reimbursement will be processed within **30 days** after Human Resources receives official verification of successful course(s) completion. If the employee's employment ends (for any reason) within **120 days** of completing the course(s), reimbursement will not be issued. Additionally, if an employee receives reimbursement and their employment ends (for any reason) within **120 days** of completing the course(s), the employee is required to repay the full reimbursement amount to the College.

7. Each approved request shall be forwarded to the Vice President of Human Resources and Director of Employee Relations. Request for reimbursements above the College's approved budget may be denied.

8. **Course Cancellation Notification:**

If approval has been granted, but the employee decides to not take the approved class or classes, the supervisor and the Benefits Coordinator should be notified as soon as possible.

9. **Doctorate Dissertation Exclusion:**

Credit hours earned while working on a doctorate dissertation are excluded from tuition fee reimbursement.

10. **Form Availability:**

Tuition fee reimbursement forms for non-faculty are available on the Benefits Intranet page or through Human Resources.

Tuition fee reimbursement forms for Faculty are available through the Academic Affairs office.

Reference: Board Report 6682

Revised: December 2021, February 2026