

Town of Emerald Isle Tuition Assistance Program Standard Procedure



1.0 Purpose

To provide guidelines for the award of tuition assistance to all eligible full-time employees

2.0 Policy

By establishing a Tuition Assistance Program, the Town of Emerald Isle encourages employees to take courses which will improve their skills and performance in their present positions and/or help prepare them for promotional opportunities within the Town. Funds for this program are budgeted annually and will be disbursed on a first come, first served basis subject to availability of funds.

3.0 Organizations Affected

All Town Departments

4.0 Definitions

- 4.1 **Approved Course.** An approved course is one which will either improve the employee's ability to perform his/her present job or will help prepare the employee for a job with the Town which will require a higher level of knowledge, responsibility, and/or skill.
- 4.2 **Approved Institution.** Any accredited college, university, technical institute, community college, correspondence school, or any other institution approved by the Town.
- 4.3 **Eligible Expenses.** Tuition, registration fees, laboratory fees and student fees are eligible reimbursement items. Books, special equipment, tools, travel expenses, and miscellaneous supplies such as pencils and paper are not reimbursable expenses.
- 4.4 **Eligible Employees.** All full-time employees who have completed initial probation are eligible for assistance under this program.
- 4.5 **Successful Course Completion.** Successful course completion will be construed to be a grade of "B" or better in graded courses or where letter grades are not given, a written statement from the instructor stating that you have successfully completed the course.
- 4.6 **Reimbursement Amount.** Eligible employees may be reimbursed up to \$1,000 per fiscal year (July 1 – June 30).

5.0 Application Process

- 5.1 Employees should discuss their education or training needs with their Supervisor, and complete a tuition assistance application prior to course registration, which should be submitted to the department head.
- 5.2 If approved by the department head, the application should be forwarded to the Town Manager for final approval.
- 5.3 If the application is not approved by the department head or the Town Manager for any reason, that reason will be discussed with the employee.
- 5.4 If the application is approved, it is the employee's responsibility to keep up with the appropriate receipt(s) and transcript(s) of grades when applicable.
- 5.5 To receive reimbursement up to \$1,000, the employee must submit receipt(s) of payment and verification of successful course completion to his/her department head. The department head will forward this information to the Town Manager for payment approval.

(Tuition Assistance Application on the next page.)



**Town of Emerald Isle
Tuition Assistance Program Application
(Please Print)**

Full Name: _____

Job Title: _____

Department: _____

**EDUCATIONAL BACKGROUND
(Circle Highest Grade Completed)**

Grade School	High School	Trade or Business School	College or University
5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4

Name of School Last Attended

I submit the following course(s) for approval under the rules of the Tuition Assistance Program. The institution offering the course is _____
(Please write the name of institution.)

Course Title	Credits or Hours	Beginning Date	Ending Date	Costs (tuition, registration, laboratory or student fees)
				Total \$

Please check appropriate space below. I am working toward:

Diploma Certificate Degree Credit Improved job skills in the area of

Expected date of completion: _____

