

# Rock Valley College

## Tuition Fee Reimbursement Guidelines for Faculty & Non-Faculty

### RVC Administrative Procedure (3:30.060)

Full-time RVC employees, after completing one (1) full year of continuous employment, may apply for tuition reimbursement for courses taken at an accredited college.

1. To apply, prior to registration for any class, complete the tuition reimbursement application and forward it to your supervisor for approval. Submit the approved application to the Human Resources Benefits Coordinator. Late applications shall be considered only if unforeseen events (as determined by the appropriate supervisor) prevented an application from being submitted prior to registration. The preferred deadline to submit requests for reimbursement is two weeks prior to the start of the course.
2. Reimbursement shall be for actual tuition fees:
  - Up to \$250/credit hour for graduate credit classes or the actual credit hour cost, whichever is the lower amount.
  - Up to \$125/credit hour for undergraduate courses or the actual credit hour cost, whichever is the lower amount.
3. The maximum number of credit hours for which an employee may receive reimbursement per fiscal year is 15.
4. The maximum number of credit hours for which an employee may receive reimbursement while employed is 45.
5. A maximum of one course per semester may be taken during work hours. Time used to attend class during the regularly scheduled work shift must be made up during the same week or may be paid through the use of accrued time.
6. Reimbursement payments shall be made within 30 days after Human Resources receives official verification of successful completion of the approved undergraduate or graduate credit. If employment ceases (for any reason whatsoever) the employee shall not receive reimbursement for classes completed within 120 days of the cessation of employment.
7. Each approved request shall be forwarded to the vice president of the employee's department (on a first-come, first-served basis). Request for reimbursements above the College's approved budget may be denied.

# Rock Valley College

8. If approval has been granted and you decide not to take the class or classes approved, your supervisor should be notified as soon as possible. (This will allow an adjustment in the amount encumbered.)
9. Credit hours earned while working on a doctorate dissertation will be excluded from payment.
10. Tuition fee reimbursement forms are available on Quarry or through Human Resources.

**Reference:** Board Report #6682

**Revised:** December 2021

# Rock Valley College

## RVC Faculty Tuition Fee Reimbursement

In accordance with 2021-2026 CBA, Sections 8.8.1, Reimbursement for Graduate Study, and 7.4, Lane Advancement, Board Report #6682.

### Part 1: Preapproval for Reimbursement and/or Credit Toward Lane Advancement

Faculty Name: \_\_\_\_\_ Discipline/Program: \_\_\_\_\_

Name of Graduate Study Institution: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Graduate Course(s) – include Course Number, Title, Credits, & attach Course Descriptions. Note: If the course you've requested is not available or changes, please submit a new request preapproval form.

Course Section Number	Course Title	Credits	Major of Professional Credit?

Are you requesting addition of the above-listed course credits toward lane advancement? \_\_\_\_\_

Faculty Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Part 2: Graduate Course Request Approval

This is to certify that the graduate course(s) approval request of the above-named faculty applicant has been reviewed by the Dean and the Associate Vice President. Upon receipt by the Dean of documentation verifying satisfactory completion of the course(s) listed above, the following is approved:

Reimbursement of Course: \_\_\_\_\_ Credit Toward Lane Advancement: \_\_\_\_\_

Associate Vice President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signed original of this document received in the CAO office. Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Rock Valley College

## Part 3: Course Completion Report for Reimbursement

1. Submit the preapproved Graduate Course Request Form WITH A COPY OF YOUR GRADE REPORTS FOR THE COMPLETED COURSE(S) to your Associate Vice President. The Associate Vice President's office will forward this information to the CAO office for processing of the reimbursement request to Human Resources. (Please note: The form will be returned to the applicant if the grade report or transcript is not attached)
2. If eligible for lane advancement upon completion of these courses, the lane advancement would take effect in the Fall or Spring semester following the semester in which all official paperwork (including sealed, official transcripts) is submitted to Human Resources. The CAO Office will be responsible for preparing the lane advancement memo to Human Resources.
3. Graduate Course(s) – include Course Number, Course Title, and number of Credits, and attach Course Descriptions

Course Section Number	Course Title	Credits	Major or Professional Credit?

Faculty Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signed original of this document received in the CAO office. Date: \_\_\_\_\_

## Part 4: Reimbursement Request to Human Resources

Please reimburse faculty member: \_\_\_\_\_, E# \_\_\_\_\_,  
for \_\_\_\_\_ hours of graduate credit completed during the \_\_\_\_\_ semester  
at the following institution: \_\_\_\_\_.

Amount of Reimbursement (\$250/credit hour): \_\_\_\_\_

Chief Academic Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR INTERNAL USE ONLY – GRADUATE REIMBURSEMENT RECORD

Cumulative Reimbursement Total YTD = \_\_\_\_\_

Career Maximum 45 hours, 15 hours reimbursement maximum in a fiscal year.

Current Cumulative total toward next lane advancement = \_\_\_\_\_

# Rock Valley College

## RVC Non-Faculty Tuition Fee Reimbursement Request

### Part 1: Preapproval for Reimbursement

Complete Part I. Submit course description and form to Human Resources. Once approved, the form will be returned to you stamped "approved". Once the course is completed, fill out Part II and resubmit this "approved" copy with the official grade report to Human Resources.

Applicant Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

School to be Attended: \_\_\_\_\_ Graduate/Undergraduate: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date Received by HR: \_\_\_\_\_

Course Number	Section	Credits	Course Title

### Part 2: Course Completion/Reimbursement Request

For the course(s) listed above:

Course Number Completed	Date Completed	Applicant Signature

Attach your official grade report to this form and return to Human Resources for processing of reimbursement.

\*I understand that by signing this I am agreeing to return to RVC any funds reimbursed to me in the 120 days prior to my termination/retirement from employment at RVC.