

Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Human Resources
Standard Title	Tuition Reimbursement Program
Regulations	IRC Sec. 127 Qualified Educational Assistance
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Attachments	
Approved by: Paula Warika, Executive Director	

Standard:

Catholic Charities Disabilities Services (CCDS) encourages the continued education of employees and recognizes that employee development through education is a key component of personal and professional growth. By providing a tuition reimbursement program, CCDS encourages employees to pursue programs of study in a related field that will serve to enhance an employee's skills necessary to carry out their job responsibilities.

This policy applies to all employees within Catholic Charities Disabilities Services who meet the eligibility criteria. This policy may be changed at any time at the sole discretion of the agency and furthermore does not imply or guarantee continued employment for any defined period of time.

Furthermore, due to the uncertain nature of long-term government funding and the potential impact this may have on the agency's revenues and cash flow, applications for reimbursement will be approved or disapproved, in part, based on the agency's ability to pay. While it is expected that the financial position of the agency will allow it to approve all requests that meet the conditions and requirements below, it is important to note that this is not a guaranteed reimbursement until an employee's request is approved.

Procedure:1. Eligibility

- a) This program is available to all employees consistently working 20 or more hours per week that have completed six full months of continuous service prior to the completion of a particular course/semester for which reimbursement is being sought and have met certain academic standards outlined below. In addition, this benefit is subject to an annual per-person cap.
- b) Additionally, the employee must be in "good standing." Good standing is defined as successfully meeting expectations and has not received any documented written corrective action within the past 6 months. Employees on a leave of absence are not eligible to apply for tuition reimbursement.

2. Benefit Amount:

- a) The annual benefit limit per calendar year is defined as follows:
 - Full-time employees are eligible for a maximum of \$3,500.00.
 - Part-time benefit eligible employees are eligible for a maximum of \$1,750.00.

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- b) The amount of eligible reimbursement will be reduced by the amount of additional funding the employee qualifies for and receives. Employee must indicate on their written request for education assistance any additional subsidies, scholarships, TAP or grants which the employee receives for any qualifying education program. Reimbursement will reflect the remaining balance between other funding through subsidies, grants or scholarships and the cost of the course.

3. Requirements:

Reimbursement rates are defined as follows:

Grade Received	Full Time Status (30+ hrs/week)	Part Time Status (20-29 hrs/week)
A	100%	50%
B	85%	42.5%
B	40%	20%
D or below or withdrawal	0%	0%

4. Pass/Fail Courses:

- a) If the student elects a pass/fail grading system, then the final grade of "pass" will be reimbursed at a rate of 75% for full-time and 37.5% for part-time.
- b) If it is the policy of the college or accredited institution to grade on a pass/fail system, then a final grade of "pass" will be reimbursed at a rate of 100% for full-time and 50% for part-time.

5. Covered Courses:

- a) Courses will be reimbursed provided they are related to an employee's current position or career advancement at CCDS.
- b) The course of study must be offered for college credit at an institution accredited by Middle States Association of Colleges and Universities. Courses such as computer training and daily seminars or conferences are not covered under the Educational Assistance Program.

6. Approval Process:

- a) Employees requesting tuition reimbursement must forward a letter of request to the prior to the commencement of class or classes. (*Newly eligible employees may request reimbursement for course work already in progress).
- b) This letter must detail Human Resources Agency Partner & Manager the following:
- Specific course or courses being taken
 - The number of credits granted upon successful completion
 - Employee's matriculated course of study (if any)
 - Dates of study along with a copy of the invoice issued by the college or university
- c) The Human Resources Agency Partner & Manager will respond to the request in writing within 30 days of receipt, indicating whether the employee's request is approved or denied. Decision to approve will be based on whether the individual has met the eligibility and requirements outlined above, as well as the agency's ability to pay. Should the agency's financial position require us to limit the resources available for this benefit, approvals will be made on a first come first served basis.

7. Reimbursement Process:

- a) In order to receive reimbursement, employees need to provide the following to request payment:
 - i. Grade report showing successful completion for each approved course
 - ii. School invoice showing itemized costs for tuition
 - iii. Itemized receipt showing proof of payment for course(s).
- b) Request for reimbursement must be submitted within ninety (90) days of course completion. Failure to submit grades and required documentation within this time frame may result in loss of reimbursement.
- c) Any falsification of documents, failure to disclose grants or additional funding for educational assistance may lead to disciplinary action up to and including separation of employment.
- d) Reimbursement for coursework will be made within thirty (30) days of submission for reimbursement. In order to be eligible for reimbursement, an employee must be in good standing, not on a leave of absence, or working through a resignation notice period. If within the thirty (30) days following the submission for reimbursement, an employee separates employment for reasons of lay-off or retrenchment, they will remain eligible for reimbursement.