

SUBJECT: TUITION SUPPORT

EFFECTIVE DATE: JUNE 15, 1991

PURPOSE/SCOPE:

This regulation establishes procedures for obtaining approval of requests for tuition assistance, prescribes parameters which must be met to receive reimbursement for tuition, sets limits on the dollar amounts that the City will contribute toward tuition, sets service requirements which must be met before tuition assistance becomes available and requires a service pay back for tuition assistance that is granted. This regulation is applicable to all City employees.

REFERENCES:

City Code, Section 8B, Personnel Procedures
Ordinance No. 1989-32, Administrative Regulations
AFSCME, Local 3399 Contract
United Food & Commercial Workers Union, Local 400 Contract

DEFINITION:

For the purposes of this regulation, employee is defined as any person employed by the City who works on a continuous basis for a minimum of twenty (20) hours per week and has successfully completed the required probationary period.

POLICY:

Depending upon the availability of funds, the City shall provide tuition support to employees, as defined above, who wish to matriculate at an accredited institution of higher learning and whose course of study is related to their City job. The same support shall be provided to employees wishing to acquire a high school diploma or its equivalent where tuition payments are required.

Tuition support will be made in the form of a reimbursement upon completion of the course. Support will be limited to:

1. The actual cost per credit hour or the cost per credit hour at the University of Maryland, whichever is less.
2. Reimbursement is limited to the cost for two courses of 6 credit hours per semester. Correspondence courses do not qualify for reimbursement.

PROPOSED: _____
PERSONNEL OFFICER

DATE: _____

APPROVED: _____
CITY MANAGER

DATE: _____

3. Reimbursement will not be made if the employee withdraws from the course prior to completion or receives less than a grade of "C" or its equivalent.
4. Reimbursement will not be made for nontuition items such as books, supplies, registration fees, parking or travel.
5. Reimbursement is contingent upon the employee agreeing to remain in city service for a period of time which shall be no less than three (3) times the period of time during which the employee received tuition assistance or reimburse the City for the tuition assistance which was provided. EXAMPLE: An employee who receives tuition assistance for a semester course of four months duration, must remain in city service for 12 months following course completion or be liable to the City for the full amount of tuition assistance which was provided. Monies due to the City will be deducted from the employee's final pay and any due vacation.

To qualify for tuition support, the employee shall complete the documentation required by this regulation. Approval must be obtained from the City Manager at least thirty (30) days prior to the start of a course if reimbursement is desired.

PROCEDURES

Employees wishing to use the tuition support program shall complete a "Request for Tuition Support", see Appendix A. The completed form must be approved by the department head and forwarded through the Personnel Officer for final approval by the City Manager. The application should be submitted to the Personnel Officer at least thirty (30) days prior to the start of the course.

Upon completion of the course(s), approved reimbursements may be obtained by submitting a copy of the approved "Request for Tuition Support" to the Personnel Officer, along with a copy of final grades, copy of the receipts showing the actual amount of tuition paid, and a properly completed "Purchase Order". After review by the Personnel Officer, the request for reimbursement shall be sent to the Accounting Office who will issue a refund check.

The procedures and instructions contained in Appendix A are provisions of this regulation.

END

**CITY OF TAKOMA PARK, MARYLAND
REQUEST FOR TUITION SUPPORT**

Carefully read the instructions on the reverse side before completing this form.

Name:	Last	First	Middle Initial	Date:
Social Security Number:			Date Hired:	
Department:			Job Title:	

Name and Address of School			
Title of Course(s) (Attach a copy of the catalogue description for each course.)	Credit Hours	Cost	Personnel Use Only
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Field of Study	Present Academic Standing	Present Academic Goal	Course Start Date
	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Degree Program	Course End Date
	<input type="checkbox"/> Graduate	<input type="checkbox"/> Non-Degree Program	

I hereby apply for reimbursement of tuition for the course(s) specified above. I understand that if this request is approved and upon completion of the course(s) with a Grade of "C" or better, I will be reimbursed for the actual costs of the course(s) or equivalent cost at the University of Maryland, whichever is less. Further, I understand that by accepting this reimbursement, I agree to remain in City service for the period specified in Personnel Regulation 91-4; and if I depart the City prior to that time, I agree to repay the full amount of tuition reimbursement that I received for this course(s). I understand that the City may withhold any monies from my final pay and/or accumulated vacation. I understand that my work performance must not suffer as a result of spending time taking classes.

Signature	Date
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Supervising officials complete the following and forward to the Personnel Officer.

1. Is this person qualified for tuition support in accordance with existing policy? Yes No
2. Is this course of the degree being pursued considered as job related? Yes No
3. Is there any conflict between working hours and part-time study? Yes No

APPROVALS:	Supervisor	Department Head	Personnel Officer	Deputy City Manager	City Manager
Signature					
Print Name					
Date					

A Reminder: Upon completion of the course(s), please forward to the Personnel Officer a copy of your grades, the receipt showing amount of tuition paid and a Purchase Order so that your refund can be expedited.

REQUEST FOR TUITION SUPPORT INSTRUCTIONS

1. IN ALL INSTANCES, APPROVAL MUST BE OBTAINED 30 DAYS IN ADVANCE OF THE COURSE START DATE.
2. Tuition refunds can be approved only within the funding limitations of the City's training budget.
3. Tuition refunds are limited to the actual cost of the course or the cost per credit hour at the University of Maryland, whichever is less.
4. Both undergraduate and graduate study at any of the areas accredited universities or colleges are acceptable, provided that the course of study is related to your work with the City. Courses of a "cultural" or "background" nature are acceptable only if they are associated with acceptable degree requirements and/or related to career potential.
5. Courses at specialized schools may be acceptable for tuition refunds provided it can be shown that they are job related.
6. Tuition refunds are limited to no more than two (2) courses (6 credit hours) per semester.
7. Correspondence courses do not qualify for tuition refunds.
8. Tuition refunds will not be made if you withdraw from the course prior to completion or receive less than a grade of "C" or its equivalent.
9. Registration fees, texts, parking fees, travel, and other expenses are not included in the tuition support plan.
10. By accepting the tuition refund, the employee agrees to remain in the City service for a period of time which shall be no less than three (3) times the period of time during which the employee received tuition support. If you depart City service prior to completion of the obligated service, you must reimburse the City for the tuition support that was provided. This may be withheld from your final paycheck and/or subtracted from any vacation reimbursements that are due to you. For example: if you attend a 3 month course, you must agree to remain in City service for 9 months following completion of that course.

PROCEDURES:

1. Obtain a "Request for Tuition Support" from your department or the personnel officer.
2. Complete the application and have it approved by your immediate supervisor and department head.
3. In order to be eligible for a tuition refund, a "Request for Tuition Support" must be approved by the City Manager at least thirty (30) days prior to the class start date.
4. The personnel officer will advise employees whether their "Request for Tuition Support" has been accepted or rejected.
5. Upon completion of the course(s), submit to the personnel officer a copy of your final grade(s), a receipt showing the amount of tuition that you paid, a copy of the approved "Request for Tuition Support" form and a properly completed "Purchase Order". After review by the personnel officer, the request will be sent to the Accounting Office for the issuance of a tuition refund check. Please allow at least two (2) weeks for the process to be completed.
6. Request for tuition refunds must normally be submitted within ninety (90) days fo the course completion date. Exceptions may be in the case of the failure of the school to issue grades or similar reason, when an acceptable written explanation is submitted to the personnel officer within the required ninety (90) days. No tuition refund will be considered for any reason beyond one (1) year from the end of the semester for which application is made.