### SYNOPSIS:

1. **Regular Employees**: Regular full-time Employees of the College shall be reimbursed 100 percent of tuition for Iowa Central credit classes upon successful completion of each session. Employee must receive a grade of C or better, which shall be indicated in a signed statement from the Registrar to the Business Office.

2. **Spouse or Dependent**: A spouse or dependent child(ren) (birth or legally adopted only) of regular full-time employees of the College shall be reimbursed 100 percent of tuition for Iowa Central credit classes upon successful completion of each session. The spouse/child must receive a grade of C or better, which shall be indicated in a signed statement from the Registrar to the Business Office.

3. **Additional Guidelines**:
   
a. The maximum hours of reimbursable credit shall be 18 per semester.

   b. Any scholarship or grant (Federal, State, or local) received by the employee/spouse/dependent child will first be applied toward tuition for purpose of determining the tuition reimbursement. The calculation is based on actual cash paid by the employee/spouse/dependent child for tuition.

   c. An employee/spouse/dependent child cannot take the place of another student if the class is full.

   d. The full-time Iowa Central employee must be employed for the entire session for which the reimbursement is being claimed.

   e. The request for tuition reimbursement must be submitted within 90 days of completion of each session.

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1Regular full-time employees are those who qualify for the full group insurance program.

2Tuition only -- this does not include fees, books, or residence halls.