

CHAPTER:		DATE ADOPTED	NUMBER
<b>EMPLOYEES</b>	<b>Tuition Reimbursement</b>	August 10, 1999	305
		November 12, 2002 November 15, 2005 August 10, 2010 September 10, 2013 April 10, 2018 Revised June 11, 2019	
<b>SYNOPSIS:</b>			
1	Regular Employees		
2	Spouse or Dependent		
3	Additional Guidelines		
1	Regular Employees: Regular full-time Employees <sup>1</sup> of the College shall be reimbursed 100 percent of tuition <sup>2</sup> 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	<p>Additional Guidelines:</p> <p>a. The maximum hours of reimbursable credit shall be 18 per semester.</p> <p>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.</p> <p>c. An employee/spouse/dependent child cannot take the place of another student if the class is full.</p> <p>d. The full-time Iowa Central employee must be employed for the entire session for which the reimbursement is being claimed.</p> <p>e. The request for tuition reimbursement must be submitted within 90 days of completion of each session.</p>		

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

<sup>2</sup>Tuition only -- this does not include fees, books, or residence halls.