



Administrative Policy

Policy Type: Administrator Tuition Grant  
 Policy Number: 1739  
 Date Adopted: 6/1/2013  
 Version: 4.0  
 Review Cycle: Annual  
 Date Last Reviewed: 10/10/2018  
 Office Responsible: Human Resources  
 Reviewing Committee: Workforce Focus  
 Related Policies: Administrative Practices Manual  
 Related Laws: NA

**Policy Summary:**

The College has established a tuition grant program for full-time administrators to assist them in completing coursework not offered at JC.

**Scope:** All full-time administrators.

**Policy Statement:**

The College will establish a tuition grant program. After the completion of one year of service, full time administrators may apply to participate in the program for coursework not offered at Jackson College. Up to twelve credit hours per year can be approved. Credit hours will be reimbursed at \$300 per credit hour. Applications should be submitted by March 15th to Human Resources for the following academic year. Allocations will be made known by April 1<sup>st</sup> and this will establish the yearly Tuition Grant budget.

Applicants to the program will be required to provide an educational plan that advances the employee’s knowledge, skills and/or abilities related to their existing position or another position within the College.

Administrators may enroll in courses approved and submit a tuition reimbursement form to Human Recourses for payment including an electronic or official transcript showing the completion of the course. A 3.0 must be earned for repayment. Administrators participating in this program must agree to continue their employment for a period of one (1) year for every 12 credits paid by the College, on a pro-rated basis, or refund the tuition payment.

Applications for participation will be reviewed by the President and Vice President of Administration and Human Resources.

**Change Log:**

<b><u>Date Of Change</u></b>	<b><u>Version</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
5/28/2013	1.0	Updated Administrative Practices Manual section	B. Hendry
09/25/2015	2.0	Biannual Review	C. Allen
06/15/2016	3.0	Review	C. Allen
9/24/18	4.0	Review	C. Allen