

I. Overview

The purpose of this procedure is to identify the process to be followed in order for a UACCB employee to apply for, and receive, professional education funds to help offset the cost of taking a college class for credit or completing a training assignment. The College recognizes the importance of encouraging faculty and staff to continue to upgrade their skills in their fields of work and wishes to offer a financial incentive for those who wish to pursue college course work for credit or for those completing a training assignment. As with any initiative involving money, the continued operation of this program is contingent upon the existence of sufficient funds in the budget to support its funding.

Professional Education Funds are designated to offset the tuition expense for College Credit Course Work and/or training assignment for UACCB full-time employees as outlined in this Operating Procedure. As prescribed by the State of Arkansas, pursuit of this course work and/or training assignment is solely for the improvement of the professional skills and enhancement of job performance of the state's employees.

The following guidelines have been established for the allocation of Professional Education Funds. Coursework or training that enhances an employee's work skills and/or job performance in their position will receive consideration for allocation. All employees are encouraged to submit applications early in order to resolve any questions prior to actual enrollment.

II. Practice

A. Application Process

- 1) All full-time employees of UACCB are eligible to apply for funding.
- 2) Funds are for the payment of tuition and/or training assignment only for college credit course work at regionally accredited institutions.
- 3) Employees may be approved for financial assistance if the course work and/or training assignment they are taking is determined to be of value to the institution and will assist the employee in the performance of his/her existing job assignment. Funding is not intended to be used for employees to obtain education/credentials in another field.
- 4) Employees wishing to apply must submit an **Application for Professional Education Funds for College Credit Course Work** to their cabinet member. A copy is provided on page 4 of this Operating Procedure. Funding is awarded three times per year in conjunction with traditional semester designations. Application deadlines per semester are as follows:
 - August 20 for Fall Semester classes (classes with a start date between July 1 and November 30)
 - December 15 for Spring Semester Classes (classes with a start date between December 1 and April 30)
 - May 15 for Summer Semester Classes (classes with a start date between May 1 and June 30)

Incomplete applications will not be considered for funding.

B. Reimbursement Process

- 1) Applications will be considered by the Administrative Cabinet for possible funding in full or in part. Those applicants that receive funding will be expected to pay the tuition from their own funds and request reimbursement. Employees who are attending another University of Arkansas campus **MUST** complete a Tuition Discount Form before their tuition will be considered for reimbursement. The reimbursement requests require a copy of the receipt of payment of the tuition bill showing a zero account balance and must be submitted prior to applying for funds for the next semester.

To process a reimbursement request, complete a TR-1, attach a copy of the tuition payment receipt showing a zero account balance and forward to the assistant to the chancellor. Those unable to provide a receipt showing a zero account balance by the appropriate deadline will not receive reimbursement.

- 2) A completed Contractual Agreement for Use of Professional Education Funds is to be forwarded to the assistant to the chancellor at the same time that the TR-1 is submitted. A reimbursement for the employee will be processed at the time that all required documents are received. Please allow two weeks for reimbursement to be completed.

III. Clarifying Points

- 1) The College intends to fund a specific dollar amount each year for this program. The level of funding is contingent upon the ability of the College to set aside funds for this program from the general operating budget. There may be years in which no funding is available.
- 2) Upon completion of each term, the employee is to provide a copy of a grade report to the supervising Cabinet member. The Cabinet member will ensure that satisfactory progress has been achieved in accord with this operating procedure. If satisfactory progress is not achieved, the employee is responsible for paying UACCB the amount of tuition that was reimbursed. These funds will be credited to the Professional Education account to be used by other employees. Employees who do not make satisfactory progress may not be considered for additional funding until the course(s) taken have met the satisfactory criteria. Satisfactory progress is defined as the grade of C or better in undergraduate studies and B or better in graduate studies.
- 3) The recipient of a tuition reimbursement **MUST** remain in employment with UACCB for one year after the completion of the coursework/training assignment to retain the tuition reimbursement. If employment should cease before the specified time period, employee would be required to reimburse to UACCB the full amount awarded. If UACCB should terminate the contract of an employee full reimbursement would be contingent upon circumstances.
- 4) Applications will be reviewed by the Administrative Cabinet and funds will be allocated among the approved applicants. In the event that the applications approved have a

consolidated total cost greater than the amount set aside in the budget, funds will be pro-rated among the applications based upon the employee's share of tuition. The per semester limit for one person for tuition reimbursement from the College is \$750. Total reimbursement per academic year should not exceed 3 enrollments (\$750x3=\$2,250, if fully funded).

- 5) For example, assume the College has funded \$1,500 for Spring Semester tuition reimbursements and the following applications are received prior to December 15:
- Employee A wants to take six credit hours at a tuition of \$1,200
 - Employee B wants to three credit hours at an after-UA-tuition-discount cost of \$500
 - Employee C wants to take six credit hours at a tuition of \$750
 - Employee D wants to take three credit hours at tuition of \$350 for a course unrelated to the applicant's current career field.

Employee A is determined eligible and can receive up to \$750. Employee B is determined eligible and can receive up to \$500. Employee C is determined eligible and can receive up to \$750. Employee D is determined ineligible because the course is unrelated to the applicant's current job assignment.

The total amount of reimbursement the employees are eligible for is \$2000. However, the College has only funded \$1,500 for the program. Therefore, each applicant will receive \$1500/\$2000 or 75% of his/her eligible amount. Accordingly, on March 1, after all tuition receipts are submitted, employee A will receive a reimbursement of \$562.50, employee B will receive a reimbursement of \$375 and employee C will receive a reimbursement of \$562.50.

- 6) As colleges and universities evolve allowing flexible enrollment, the concept of the traditional fall, spring, and summer semester has evolved. Students enrolled in a college or university with flexible enrollment should plan their application for funding according to the date ranges specified in II.A.4 and note the restriction on total reimbursement specified in III.4.
- 7) Training assignments that could be funded would include any additional certifications that would enhance an employee's job performance. For example, a member of the information services department could receive funding for training coursework to obtain a network certification.
- 8) Employees should direct questions concerning application to the assistant to the chancellor.

Adopted: May 1, 2000

Revised: July 17, 2009
May 3, 2017
July 24, 2019

**University of Arkansas Community College at Batesville
Application for Professional Education Funds for
College Credit Course Work and/or Training Assignments**

Employee name: _____ Employee ID #: _____

Division/Department: _____

Check One: ____ Fall Semester; ____ Spring Semester; ____ Summer Semester

Institution of Instruction: _____

Course Title(s) and number of credit hours: _____

Tuition expense (net of discounts/scholarships): _____

(A current receipt must be attached to this application.)

Describe how this course work/training assignment is applicable to your current position:

Describe how this course work/training assignment will be of value to the institution:

Signatures:

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____

Vice Chancellor: _____ Date: _____

Chancellor: _____ Date: _____

University of Arkansas Community College at Batesville**Contractual Agreement for Use of Professional Education Funds for
College Credit Course Work and/or Training Assignment**

Under provisions established by UACCB Operating Procedure 440.3, the University of Arkansas Community College at Batesville and _____ enter into a contractual agreement regarding the use of professional education funds for college credit course work and/or training assignment.

In accordance with Board of Trustees Policy 405.1 UACCB offers to continue in its service the above named individual in accordance with the terms specified below. The commitment is limited to the reimbursement of \$_____ in tuition costs only.

I, _____, accept UACCB's offer of the professional education funds listed above. Acceptance of this offer from the college is for tuition reimbursement for the course(s) listed below.

In accepting this offer, I agree to enroll at (school name) _____ during the _____ term and make satisfactory progress toward the completion of course(s) _____ by (date) _____. Satisfactory progress is considered to be the grade of C or better in undergraduate studies and B or better in graduate studies.

I further agree that if I do not attain the above stated educational goal within the time period specified, or if I do not remain in the employment of the College for a period of one year after the completion of the course work/training assignment, unless released from this contract by the College, I will pay to the College the total funds released to me under this contract. I further understand that in accepting this agreement the College makes no commitment to further funding of an educational program.

This agreement entered into on this _____ day of _____, 2_____.

Employee

Chancellor