



## **Tuition Reimbursement Campus Procedure 440.3 Chancellor's Office**

### **I. Purpose and Scope**

The purpose of this procedure is to identify the process to be followed for full-time employees to apply for and receive tuition reimbursement funds to help offset the cost of taking a college class(es) for credit or completing a training assignment.

### **II. Definitions**

Satisfactory Progress is defined as a grade of "C" or better in undergraduate studies and a "B" or better in graduate studies.

Training assignment would include any additional certifications that would enhance an employees' job performance.

### **III. Procedure**

#### **Application**

All full-time employees are eligible to apply for funding. Funds are for the payment of tuition and/or training assignments only for college credit course work at regionally accredited institutions.

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 their existing job assignment. Funding is not intended to be used for employees to obtain education/credentials in another field.

Employees wishing to apply must submit an [Application for Tuition Reimbursement Funds](#) for college credit course work. Funding is awarded three times per year with traditional semester designations. Application deadlines per semester are as follows:

<b>Application Deadline</b>	<b>Term</b>	<b>Course Start Dates</b>
August 20	Fall	For courses with a start date between July 1 and November 30
December 15	Spring	For courses with a start date between December 1 and April 30
May 15	Summer	For courses with a start date between May 1 and June 30

Employees enrolled or enrolling in college or universities with flexible enrollment schedules should plan their application for funding according to the date ranges specified above and note the restriction on total reimbursement specified in section IV Related Information.

#### **Reimbursement**

Applications will be considered by the Administrative Cabinet for possible funding in full or in part. 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, a spend authorization must be submitted within Workday for the approved reimbursement amount. Employees must attach a copy of their zero-account balance, award letter, and completed Contractual Agreement for Use of Tuition Reimbursement Funds to the spend authorization.



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A reimbursement for the employee will be processed when all required documents are received. Allow up to two weeks to be completed.

### **IV. Related Information**

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 employee.

The College intends to fund a specific dollar amount each year for this program. The level of funding and continued operation of this program is contingent upon the ability of the College to allocate funds for this program from the general operating budget.

Upon completion of each term, employees who receive funding must provide a grade report to the executive assistant to the chancellor. The Administrative Cabinet will ensure that satisfactory progress has been achieved in accordance with this operating procedure. If satisfactory progress is not achieved, the employee is responsible for paying UACCB the amount of tuition that was reimbursed. Returned funds will be credited to the Tuition Reimbursement account. Employees who do not make satisfactory progress may not be considered for additional funding until the course(s) taken have met the satisfactory criteria.

If the applications approved have a consolidated total cost greater than the amount set aside in the budget, funds will be pro-rated 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 reimbursements of \$750, totaling \$2,250 for the fiscal year, if fully funded.

As an 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 – Taking 6 credit hours at a tuition of \$1,200
- Employee B – Taking 3 credit hours at a tuition of \$1,200
- Employee C – Taking 6 credit hours at a tuition of \$750
- Employee D – Taking 6 credit hours at a tuition of \$350

Employee A is determined to be eligible and can receive up to \$750. Employee B is determined eligible and after applied tuition discounts, scholarship, and grants are 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 \$2,000. However, the College has only funded \$1,500 for the program term. Therefore, each applicant will receive 75% (\$1,500/\$2,000) of their eligible amount.

Accordingly, 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.

### **V. Revision History**

Effective Date: May 1, 2000

Revised Date: July 17, 2009; May 3, 2017; July 24, 2019; August 28, 2024