

FLORIDA GULF COAST UNIVERSITY TUITION REIMBURSEMENT PROGRAM FOR EMPLOYEES SEEKING DEGREES AT OTHER FLORIDA STATE UNIVERSITIES

Objective: The University will provide tuition reimbursement to eligible employees who are accepted in degree programs of study not available at FGCU that assist them toward enhancement and growth in their current roles and that assist the University in its goal of a talented and dedicated faculty and staff.

Responsibilities of the University President: Charges each Vice President with the ability to approve each request for tuition reimbursement on a case-by-case basis.

Responsibilities of the Vice Presidents: They are to be responsible for:

- Implementing and coordinating the program in accordance with the guidelines,
- Keeping appropriate documents including but not limited to, the tuition reimbursement application, award notification letters, and other documentation required by the unit,
- Notifying employees of their tuition reimbursement awards, and
- Encouraging faculty members to pursue terminal degrees in their discipline to strengthen their credentials for teaching and for University accreditation purposes.

Eligibility Guidelines: Employees are eligible to apply:

- Who hold full-time E & G positions at FGCU. For those employees paid from auxiliary or grant accounts, reimbursement is available **only if** the respective non-E & G accounts will allocate the requisite funds to cover the tuition reimbursement costs, and;
- Who are admitted for the semester as a degree-seeking student in pursuit of a credit earning degree program of study, not offered at FGCU, but through one of the other ten regionally accredited state universities in Florida, and;
- Whose participation will assist toward enhancement and growth in their current roles and/or is necessary for University or discipline accreditation purposes.

Tuition Reimbursement Awards Criteria and Requirements: A maximum of six credit hours per semester may be reimbursed using the criteria that are noted on the tuition reimbursement form. Only tuition fees will be reimbursed and only for courses not offered by FGCU. There is one exception. Whenever possible courses required by the degree that can be taken at FGCU should be taken at FGCU and will be covered under the Tuition Voucher Program. If the courses cannot be taken at FGCU due to degree requirements, e.g. where the SUS institution requires the last 30 hours to be taken on their campus, then the courses will be covered under the Tuition Reimbursement Program. In order to receive a reimbursement the employee must demonstrate that he/she has achieved a grade of C or higher for undergraduate programs. Employees in graduate degree programs must receive a grade of B or higher. The tuition reimbursement will occur following verification of the course grades, degree requirements, and tuition costs expended by the employee. There will be no reimbursement for late registration, non-medical withdrawals, incompletes, and S/U grade courses.

Process:

1. Each semester the employee must fill out the tuition reimbursement application form. This requires approval from the supervisor for the course(s) to be taken for which reimbursement will be sought. All documentation identified at the bottom of the form in Section A under Attachments must be provided to the supervisor. The form can be found on-line under Marlin/FORMS/HR Forms.
2. The application must be **completely** filled in and **all appropriate documentation provided** at each step. Incomplete applications will not be processed.
3. At the end of each semester each employee seeking tuition reimbursement must forward the tuition reimbursement form with attachments (see A. 1. and 2. on application) and include the documentation in Section B under Attachments to the appropriate VP or designee. The VP will send a letter notifying the employee of the status of their request for reimbursement.
4. Upon receipt and approval of the appropriate VP or designee, Finance and Accounting will process the reimbursement.
5. All requests for reimbursement must be received no later than 30 calendar days following the last day of class for that semester.

Expiration of Policy: This policy shall continue until revoked by the President or designee.

Florida Gulf Coast University - Employee Tuition Reimbursement Application

TO BE COMPLETED BY THE EMPLOYEE: (*Please type or print*)

Name _____ Employee ID # _____
 (Last) (First) (Middle Initial)

Work Phone _____ Job Title _____ Department _____

Semester Enrolled: Fall _____ Spring _____ Summer _____ Year _____

Degree Sought _____ **State University Attended** _____

Name of Course(s):

<u>Reference #</u>	<u>Course #</u>	<u>Course Title</u>	<u>Class Time</u>	<u>Grading Option</u>	<u>Credit Hours</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Note: Tuition reimbursements will not be provided for Dissertation, Thesis, Directed Individual Study, Applied Music, Supervised Research, Supervised Teaching, Internships, course audit, or for some specific courses. Contact the Office of Registration & Records for specific course eligibility.

Justification: Describe how the course(s) is (are) directly related to your current position responsibilities and how this (these) course(s) will maintain or improve your skills in performing those responsibilities OR why the course(s) is (are) required by the employer. If you are a member of the teaching faculty, describe how the course(s) relate to your current or future teaching area.

(Please include additional attachments if more space is needed.)

Eligibility:

I understand and certify the following:

- I am a full-time FGCU employee.
- I may not attend courses during my established work schedule unless my supervisor has approved an alternate work schedule or by use of appropriate leave.
- I am admitted for the semester as a degree-seeking student in pursuit of a credit earning program of study, not offered by FGCU, but through one of the other ten regionally accredited State universities in Florida, and
- My participation will assist toward enhancement and growth in my current roles and/or is necessary for University or discipline accreditation purposes.

_____ (Signature of Employee)	_____ (Date)
The SUPERVISOR CERTIFIES this employee meets the Employee Tuition Reimbursement Program eligibility requirements and any conflict with the employee's established work schedule has been approved.	
_____ (Supervisor's Signature)	_____ (Date)

Required Attachments to the Application:

A. Please supply at the beginning of each semester the following documentation to your supervisor.

1. Copy of Degree Requirements 2. Documentation of Degree Seeking status

B. Please supply at the end of each semester the following documentation to your appropriate Vice President.

1. Copy of the Tuition payment for semester 2. Official copy of grades for the course(s) taken

University Input Only:

Approved: _____ Disapproved: _____ By: VP/Designee _____ Date: __/__/__

Notification Sent to Employee by: _____ Date: __/__/__

Fund Transferred by _____ Date: __/__/__