2440 – Course Work Grants

The College encourages the professional growth of its employees for the betterment of the College and the growth of the individual. Course work grants may be available to eligible employees to assist in the cost of tuition for courses that receive prior approval by the College. Selection for Course Work Grants will reflect the following priorities:

First Priority
Attainment of appropriate and/or necessary credentials to ensure continuing regional/national accreditation standards;

Second Priority
Relationship of the courses requested to the employee's current position or career goals and the potential that course has to improving the staff members ability to further institution's mission and ends;

Third Priority
Employees desiring additional course work for personal growth and development.

Note: In the event that the College receives more application requests than there is money allocated for the First Priority, the administration will make a final determination, based on the needs of the students and institution. In the event that more application requests are received under the Second and Third Priority, the employee's years of service at the College will be considered in making the final decision.

General Requirements
Formal college credit courses may be taken at any state-accredited public or private higher educational institution.

Courses must be taken for credit hours to be eligible for tuition assistance through a Course Work Grant. Credit hours taken at Barton County Community College will not be eligible for reimbursement.

Eligibility Requirements
The following may make application to be considered for a grant for specified semester courses, according to the grant procedures, provided he/she is in good standing:

- Full-time faculty and/or staff, regular part-time faculty and/or staff, all with one (1) year of employment or the completion of one (1) annual contract, before application for the grant

- Adjunct faculty must have successfully completed two teaching assignments

Forfeitures
Forfeitures of Course Work Grant reimbursements by recipients are required under the following circumstances; when extenuating circumstances occur, the supervisor and President's Staff will make the determination:

- Full-time faculty and/or staff employees, regular part-time faculty and/or staff employees receiving Course Work Grant reimbursement are expected to remain in active service with the College for a period of no less than one year or no less than one annual contract following such reimbursement. If he/she does not remain with the College for the entire period as stipulated, he/she will be required to refund the

institution in full for payment received under the Course Work Grant. There will be no proration of the amount to be returned to the College.

- Adjunct faculty receiving Course Work Grant reimbursement are expected to remain in active service with the College for the completion of no less than two teaching assignments following payment of the course work for which he/she receives reimbursement. If he/she does not remain with the College for two teaching assignments as stipulated. He/she will be required to refund the institution in full for payment received under the Course Work Grant. There will be no proration of the amount to be returned. The appropriate Dean will notify the Office of Human Resources when forfeiture occurs.

Taxability for Grant

The taxability of reimbursements is subject to the existing provisions of Section 127 of the Internal Revenue Code.

Application Process

- The employee will request a "Course Work Grant Application" form from the Office of Human Resources

- The employee will complete the application form and submit it to the appropriate dean, department head or his/her designee. Courses must be submitted on a semester-by-semester basis. Courses taken throughout the fiscal year cannot be submitted on the same application form. (Example: Courses recorded on the summer application form are not to include courses to be taken in the upcoming fall semester; courses recorded on the fall application form are not to include courses to be taken in the upcoming spring semester, etc.).

- The dean, department head or his/her designee will approve or reject the application according to eligibility criteria, communicating those recommendations to the employee; approved applications, as well as rejected applications, will be returned to the Office of Human Resources

- When eligible First Priority applications exceed the funds available, the College's Administration will make a final determination as to which applications receive grants and/or whether additional money will be allocated.

- The Office of Human Resources will notify applicants in writing regarding his/her application status for a Course Work Grant.

- When an employee has received notification that he/she is approved for a tuition assistance grant and then find that he/she will be unable to use the grant, he/she must notify the Office of Human Resources immediately. This will enable the use of his/her grant funds by the next eligible approved grant not awarded due to exhaustion of Course Work Grant funds.

Application Deadlines

Applications for each current year must be submitted according to the following schedule; applications will not be accepted retroactively for courses taken in previous semesters:

- Summer Semester - January 15 through April 15
- Fall Semester - April 15 through July 15
- Spring Semester - August 15 through November 15

Reimbursement

- Reimbursement will be made at the Barton in-state face-to-face credit hour tuition rate

- Tuition assistance reimbursement for a maximum of six (6) credit hours per semester may be received for authorized education through approved applications for Course Work Grants

- Payment will be made once per individual for each grant semester for each individual grant approved following the submission of evidence that all approved semester course work has been successfully completed (letter grade of C or better).

- Institutional screen prints will not be accepted. Grade mailers or transcripts (official or unofficial) will be accepted for all grants. Identification of the semester for which the course was taken or course dates must appear on any correspondence related to grade evidence for the course(s). The Spring Semester will require applicants to request a transcript or grade evidence immediately, as reimbursement for this semester will not be possible after June 15, due to the end of the fiscal year. An Official Transcript must be submitted once all the required coursework has been completed for First Priority grants.

- If an employee receives an I (incomplete) grade or withdraws from a course he/she will not be reimbursed.

Contact(s): Director of Human Resources

Related Form(s): Course Work Grant Application

References:

Relevant Policy or Procedure: 1425 – Employee Tuition Assistance

Approved by: President

Date: 9/14/01

Revision(s): 1/30/04; 4/27/05; 10/16/07; 3/30/15 (minor revision); 9/12/16 (minor revision)