

EMPLOYEE TUITION ASSISTANCE POLICY

Policy Number:

Owner Department: Human Resources

Effective Date:

Approved By: President's Council – March 27, 2013

I. PURPOSE/POLICY STATEMENT

SCNM provides a tuition assistance benefit to benefits eligible employees and their qualified family members for ND courses offered at SCNM. Benefits eligible employees may also receive reimbursement for classes taken at other qualified institutions.

As an educational institution, SCNM strongly believes in the power of learning and knowledge and the impact it has on individuals. As such, we offer educational benefits to SCNM Benefits Eligible employees and their Qualified Family Member.

II. POLICY STATUS

New – replaces Tuition Benefits from the SCNM Employee Handbook dated March 2009

III. DEFINITION(S)

- A. **Benefits Eligible Employee** – a non-temporary SCNM employee with a regular schedule of at least 20 hours per week.
- B. **Qualified Family Member (QFM)** – Spouse or Domestic Partner of a benefits-eligible SCNM employee, or child (biological, adopted, foster child, stepchild, or legal ward) of employee.
- C. **Credit** – a unit of academic value assigned to individual courses. For the purpose of this policy, the term credit is used as a unit of measurement.
- D. **Course** – Academic class offered by SCNM and listed in the ND course catalog. This policy does not apply to continuing medical education units, special seminars, conferences, board review courses, or audited courses.
- E. **Reimbursement Benefit** – a Benefits Eligible Employee or Qualified Family Member must pay for course at time of enrollment and may be reimbursed for courses taken for credit.

IV. SCOPE/KEY STAKEHOLDERS

This policy applies to all benefits eligible SCNM employees and their qualified family members and is contingent upon SCNM annual budget allocations.

V. POLICY ITEMS

- A. Eligibility is dependent upon length of service with SCNM -
 - a. Benefits Eligible Employees – eligible to participate in this benefit for themselves after the completion of one year of employment.
 - b. Qualified Family Member – the qualified family member benefit is related to the Employee's length of service, and will be further described below.

EMPLOYEE TUITION ASSISTANCE POLICY

B. Benefit Descriptions for courses taken at SCNM

a. Employee benefit

- i. Registration for any course is contingent upon space availability and must be pre-approved by employee's supervisor.
- ii. An eligible employee may enroll/audit for a maximum of twelve (12) credits of eligible courses in an academic year.
- iii. Employees who take a course for credit must meet all non-degree or program admission requirements as outlined in the ND course catalog.
 1. The employee must earn a passing grade of C or better/certificate of completion to receive tuition reimbursement.
 2. To earn credit, courses must be taken for a grade and require completion of all course requirements as indicated in the course syllabus
 3. This benefit may only be used once per course.
 4. Documented exceptions to Academic Qualifications may be granted by the Chief Academic Officer (or designee).
- iv. The employee is responsible for purchasing books and paying any non-tuition costs.

b. Qualified Family Member Benefit

- i. Qualified family members of employees who have worked three (3) years of continuous employment may receive 100% tuition reimbursement for a maximum of six (6) credits of eligible courses per academic year.
- ii. Qualified family members of employees with at least ten (10) years of continuous employment may receive 75% tuition reimbursement for all eligible courses taken, with no limit on the number of credits.
- iii. The qualified family member must earn a passing grade of C or better/certificate of completion to receive tuition reimbursement.
- iv. The qualified family member is responsible for purchasing books and paying any non-tuition costs.
- v. Employee and/or qualified family member are responsible for any tax reporting and any associated tax liability. Employees are encouraged to consult their tax advisor.
- vi. Qualified Family Members must take courses for credit.
- vii. Qualified Family Members must meet all non-degree or program admission requirements as outlined in the ND course catalog.

c. Administration

- i. Office of Human Resources has oversight of the application and approval process for eligibility.
- ii. The charges from registration generated from enrollment and subsequent payment will be tracked by Business Services.

C. Benefit Descriptions for courses taken at other institutions

- a. Tuition reimbursement is available for Benefits Eligible employees who wish to enroll in non-SCNM courses.
- b. Courses must be pre-approved by the department head and must be relevant to the employee's job responsibilities.
- c. A total of \$500 per fiscal year per Benefits Eligible employee may be reimbursed.
- d. Employees who earn a passing grade of C or better/certificate of completion will receive tuition reimbursement for 100% of course tuition up to \$500.
- e. Reimbursement will occur within thirty (30) days following submission of paperwork to the Office of Human Resources.

EMPLOYEE TUITION ASSISTANCE POLICY

VI. RESPONSIBILITY FOR IMPLEMENTATION

The Office of Human Resources will implement and monitor this policy, in conjunction with Business Services and Registrar's Office.

VII. RELATED DOCUMENTS

SCNM Course Catalog

VIII. DATE EFFECTIVE

TBD

IX. NEXT REVIEW DATE

TBD

X. VERSION CONTROL AND CHANGE HISTORY

Version Control	Approved By/Date	Date Effective	Amendment
1			
2			

XI. POLICY AUTHOR/CONTACT

Office of Human Resources/Christine Cervantes