



EMPLOYEE SERVICES PROCEDURES

NORTH FLORIDA
COLLEGE

Policy Reference:	4.160 Tuition Waiver and Reimbursement
Date Adopted:	June 18, 2002
Date Revised:	January 19, 2024
Prepared by:	Employee Services

SUMMARY

North Florida College is dedicated to enhancing the talents and skills of College personnel and expanding and improving College programs, offerings, and services in order to meet the needs of the institution. Funds to support Sentinel Professional Development (SPD) are provided in the College budget, which is submitted annually to The District Board of Trustees of North Florida College for review and approval. The President directs the Vice President of Academic and Student Affairs and the Executive Director of Employee Services to manage professional development funds and ensure they are allocated appropriately and in such a manner that serves to meet the needs of the College. The College's Strategic Plan drives the College's SPD activities. SPD activities must be directly related to the College's Mission, Vision, and Guiding Principles and the Strategic Plan. SPD activities must also be directly related to the funding applicant's position and duties at the College. The College reserves the right to decline any request for SPD funding that is inconsistent with the requirements of law, regulation, or policy applicable to the College. The College reserves the right to approve or deny any SPD funding request for any reason at any time. If an employee applies for or receives SPD funds within six months prior to resigning, retiring, or being terminated from College employment, the College reserves the right not to pay for the approved request or, if payment had already been made, to deduct the amount of the approved request from the employee's final paycheck. Each use of SPD funds must be documented as directed. The Office of Academic and Student Affairs can revise the initial distribution of SPD funds through budget reallocations or budget amendments as needed.

Eligibility

SPD funds are reserved for Full-Time employees who have successfully completed their six (6) month probationary period unless otherwise approved by the Vice President. Examples of appropriate use of SPD funds for staff or program development include but are not limited to:

- Event Based Professional Development
 - SPD funds may be allocated for registration fees, travel, and per diem for conferences, workshops, institutes, visitations, or professional meetings. SPD funds may be spent only on event-based personnel development that is directly related to the applicant's position and duties at the College.
- Certifications
 - SPD funds may be allocated for training and testing fees for professional certificates based on approval from the Vice President. SPD funds may not be used for professional memberships. Unless otherwise approved, SPD funds may not be used to purchase study materials.



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Application

A formal request for SPD funds must be submitted at least ten days prior to the date on which the activity begins. A formal request must be submitted by the employee and approved by their direct supervisor and the Vice President.

Payment of SPD Funds

All SPD funds are payable on a reimbursement basis unless otherwise approved by the Vice President. To receive reimbursement, an employee must be able to show successful completion of the program or training and provide receipts for all payments to be reimbursed.

Frequency

Generally, only one event-based professional development application will be considered per applicant per fiscal year. If an applicant and their supervisors, consider a second event-based professional development event within a single fiscal year necessary, an additional application may be submitted with additional documentation. Employee Services will make a final approval based on available funding and other pending requests.

Tuition Reimbursement

Courses at North Florida College

North Florida College will waive NFC tuition for up to six (6) semester credit hours per term for full-time or part-time regular employees (does not include OPS, Adjuncts or employees on a leave of absence) upon completion of six (6) months of employment with prior supervisory approval. Employees must maintain a grade of "C" or better in courses taken in order to receive a tuition waiver. If conditions as outlined above are not met, the College will seek repayment of tuition costs as set forth in procedures listed below. No additional courses will be allowed until the employee has paid the outstanding debt. College classes may be taken during regular working hours with supervisor's approval up to three hours per week. Funding for job-related instruction will come from SPD Funds. Other instruction will be charged as a fringe benefit to the Department from which the major portion of the employee's salary is paid. This benefit is applicable to matriculation and financial aid fees only. All special fees are to be paid by the employee and are not reimbursable by the College.

Dependents: North Florida College will waive tuition for dependents of full-time or part-time regular employees (does not include OPS, Adjuncts or employees on a leave of absence) who have been employed by the College for six (6) months. Dependents must maintain a grade of "C" or better in courses taken in order to receive a tuition waiver. If the conditions as outlined above are not met, the College will seek repayment of tuition costs as set forth in the procedures listed below. No additional courses will be allowed until the employee has paid the outstanding debt. For this purpose, the definition of a dependent is as follows: A spouse (not divorced or legally separated) or a child (natural, adopted, or by marriage under the age of 25



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and not married) that is listed on the employee's current income tax form. Community Education courses may also be taken by employees and their dependents (does not include OPS, Adjuncts or employees on a leave of absence) as a benefit, upon completion of six (6) months of employment with prior supervisory approval, provided that the total cost of all such instruction (College Credit, Vocational Credit, and Community Ed.) taken does not exceed the cost (employees only) of six (6) semester credit hours of instruction in a given term.

In order to qualify for the Tuition Waiver, the employee must sign a statement saying that if they or their dependent receives a grade less than a "C" or if they are no longer employed by the College that they, the employee, will be responsible to repay the college for the funds spent. The employee will have the option to make arrangements with the payroll department to have the payments deducted from their paychecks in equal installments. If no arrangements are made, the College will automatically deduct the payment from the next two paychecks. If the paychecks will not cover the cost, the employee is obligated to immediately pay the owed amount plus that any expense incurred by the College while enforcing collection of this amount will be borne by the employee and added to the total amount due. No additional courses will be allowed until the owed amount has been paid.

Tuition Reimbursement at Schools other than North Florida College

Tuition reimbursement may be available to full-time regular employees who have completed 12 months of employment (does not include OPS, Adjuncts or employees on a leave of absence) and who seek to improve skills or education for the purpose of enhancing job performance and which serves the best interests of the College by pursuing an advanced degree or training at institutions other than North Florida College.

Tuition reimbursements of this nature require prior approval of the President, a minimum grade attainment of "C" or equivalent standard and an agreement to remain as an employee of the College for a minimum of one (1) year after reimbursement of said education/training. If the employee leaves employment with the College prior to the one (1) year period, payroll will deduct the amount owed the College (on a pro-rated basis) from the last paycheck. If the paycheck will not cover the cost, the employee is obligated to immediately pay the owed amount plus that any expense incurred by the College while enforcing collection of this amount will be borne by the employee and added to the total amount due.

Approval of course/s for a term does not constitute approval of future courses. Funding and approval are based on funds available. This tuition reimbursement program may be canceled at any time.

Any employee receiving tuition reimbursement from another institution will be required to submit an application and sign a memorandum of understanding prior to receiving any reimbursement.

Final approval for Tuition Reimbursement is up to the President and based on the needs and best interest of the College.