



## Tuition Assistance Instructions

### *Tuition Reimbursement (Credit Bearing)*

- A. Tuition Reimbursement applies to an approved program or course of study at an accredited college or university for eligible employees (subject to maximums per fiscal year listed herein). However if courses are available at Hagerstown Community College the employee may not request to take the equivalent transferable course at another college or university. Course(s) or curriculum must be beyond the associate level and must be relevant to the employees' job or profession. The immediate supervisor and the area Dean or Vice President must approve the employee request to take a course or enroll into a degree program. Reimbursements will not exceed the in-state tuition rate per credit hour (excluding fees) for equivalent academic courses at Frostburg University, Bowie State University, University Maryland University College, University of Maryland, Salisbury University and Towson University. Mathematical average for the fall semester of the listed institutions will determine the rate for the following Fiscal Year. Hagerstown Community College will limit reimbursement to one undergraduate degree and one graduate degree per employee. In the case where the employee is requesting approval for a second degree the individual's current credentials should be reviewed as should the impact of the requested program as it pertains to the employee's current job responsibilities and will be approved by the President of the College.
1. Employee Eligibility. Tuition Assistance applies to regular full time employees. The employee must have successfully completed one (1) year of satisfactory performance in their current role.
  2. Up to and including six (6) Credit Hours per Fiscal Year. Tuition only (no fees) will be reimbursed at the actual per credit hour rate (excluding fees), not to exceed the in-state tuition rate per credit hour for equivalent academic courses at Frostburg University, Bowie State University, University Maryland University College, University of Maryland, Salisbury University and Towson University.
  3. Other. Approval of the supervisor and the Human Resources Office is required in advance each semester, and a grade of "C" or better is required for reimbursement. Approval will be contingent upon satisfactory job performance. The Human Resource Office will provide application forms for this benefit.
  4. As part of the sabbatical leave approval process any applicable concurrent tuition assistance request will be reviewed and approved by the President's Office on a case by case basis.

## Instructions – Tuition Assistance Request Form

- 1) Print out form(s) and complete the top section. After you have signed and completed the form please obtain supervisors signature.
- 2) Describe how this supports/justifies your request for a degree beyond the AA and specify how it is job related.
- 3) There are four due dates available to submit for Tuition Assistance.
- 4) Once you have completed the form, please attach your tuition receipt and forward to Human Resources.
- 5) Once the due date has past, the H/R director will review the requests. We will notify you in writing regarding the status of your request.
- 6) Once you have completed your class(es), please remember to submit the grade(s) for the class(es) for final approval for Tuition Assistance.