

SUBJECT: Tuition Assistance

DATE REVISED January 1, 2019
DATE REVISED: September 23, 2014
DATE REVISED: June 30, 2005
DATE OF CLARIFICATION: October 3, 2000
DATE REVISED: June 30, 1998
DATE REVISED: August 21, 1997
DATE: November 8, 1996

Background

The changes reflected in this policy, over previous policy on this subject, were approved at the Governing Board meeting on 6/5/2018.

Policy

1. Standards applicable to the use of Career Development funds for tuition assistance are as follows:
 - a. The tuition assistance program will be separate from existing, contractually-obligated reimbursement programs.
 - b. The use of such funds will be limited to tuition costs, the costs of mandated books, and the payment of course-related fees such as required lab fees. Career Development funds will not be used to pay for such things as monetary incentives, parking fees, non-required books, or subscriptions to periodicals. In addition, the use of Career Development funds for the purchase of such items as personal computers, sets of tools, firearms or kits, engine analyzers, or any engine repair equipment, even if such equipment is associated with a given course, is prohibited. Neither may Career Development Program funds be used for equipment rental fees, such as aircraft, boat, welding, or scuba gear rental.
 - c. Tuition assistance funds may be used for either degree-seeking or non-degree-seeking courses. However, classes or courses with the primary purpose of recreation or personal enjoyment, rather than career or educational development (e.g., Weight Watchers, golf, and martial arts), are not eligible for tuition assistance funding.
 - d. There will be annual limits on the amount of funds available for tuition assistance and on the amount of tuition assistance that will be payable on behalf of a represented worker over a specified period of time. These annual limits will be:
 - Ten percent (10%) of each company's Career Development contribution, or twenty percent (20%) of a company's Career Development contribution providing the company is in compliance with **all** established Governing Board and Institute

policies *including the following:*

- an acceptable audit of expenditures
 - an adequate communications process between both Boards and the Local Joint Committees
 - a documented tuition assistance approval process at each LJC
 - a periodic report of expenditures from the LJCs
 - an approved plan for the development of customized courses
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- A total of \$2,500.00 per year per eligible worker for credit or non-credit courses provided by schools listed in the current Accredited Institutions of Post-Secondary Education or by private occupational/vocational schools recognized by state boards of vocational education. For states without state boards of vocational education, and for other exceptions, the Institute for Career Development will make a determination as to the eligibility of a provider not included in the current Accredited Institutions of Post-Secondary Education to receive tuition assistance funds.
 - Tuition Assistance funds may be used for subscription-based online learning providers. However, a participant is limited to one active subscription at a time and no more than \$500 per year. Online providers must be pre-approved by ICD, through the Application for Provider Status process, before funds are expended.
2. The annual limit of \$2,500.00 per eligible worker *is not* cumulative. Individuals may not carry forward unused portions of their tuition assistance for use in later years.
 3. With the exception of correspondence courses, tuition assistance funds will be payable to the institution at the commencement of a course.
 4. Efforts should be made to present courses at the work site in order to take advantage of any efficiencies associated with group rather than individual participation in these courses.
 5. Reimbursement will be provided in accordance with the aforementioned standards for courses beginning after the effective date of the respective LJC's Career Development Program financing.
 6. If an employee receives tuition reimbursement from any other source, no duplication of payment will be made to that employee.