

CSU FULLERTON AUXILIARY SERVICES CORPORATION (ASC)

Standard Procedure

TITLE EDUCATIONAL REIMBURSEMENT

NO: 1-12

Approval: _____
Executive Director

rev: 9/10
dept: HR
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The purpose is to encourage and assist ASC employees in their education efforts to increase their efficiency in the current position and to provide a tool to acquire knowledge to perform other higher-level positions within the ASC.

I. ELIGIBILITY:

- A. Completion of one full year of employment. An employee's part time service will be used for service time for eligibility.
- B. The employee is a regular full-time individual.
- C. Part time employees and temporary employee are not eligible for this benefit.

II. POLICY:

1. Courses taken must be for a degree Program or related to the employee's job function or other position within ASC.
2. The course to be taken must be approved by the employee's supervisor, director and chair of the department and the Human Resource Manager.
3. The Program shall reimburse for tuition only.
4. employees eligible for allowances from other sources including military education allowances, scholarships, etc., may participate to the extent that the tuition fees, exceeds such allowances from those sources and are within the Provision of this policy.
5. The maximum reimbursement shall not exceed eight hundred and seventy-five dollars (\$875) per course, one thousand seven hundred and fifty dollars (\$1,750) per semester or quarter, Three thousand and five hundred dollars (\$3,500) per fiscal year. For those in the MBA Program, there is an additional reimbursement of \$105/per unit (\$630/semester or \$1260/year) for supplemental fees.
6. Reimbursement will be made for tuition only. Tuition payment will be based on the grade received.
 - a. For a course grade of A and B at 100%, up to \$875.00 for course; \$1,750.00 for two or more courses.
 - b. For a course grade of C at 50%, up to \$437.50 per course; \$875 for two or more courses.
 - c. No reimbursement will be given for classes taken for no credit and classes in which an unsatisfactory or fail is received.

7. Educational refunds will be made only upon receipt of evidence of payment and certification of satisfactory completion of the course.
 - a. A request for the refund must be made within the fiscal year the course was completed.

III. PROCEDURES FOR COURSE APPROVAL AND REFUND:

- A. An Education Approval/Reimbursement Application must be completed, approved by the appropriate management staff and forwarded to Human Resources prior to the beginning of the course.
- B. The application will be approved or disapproved:
 1. If disapproved, the employee will be advised of the reason for disapproval.
 2. If approved, the original and one duplicate copy of the application will be returned to the employee; a copy will be filed in the employee's personal file.
 3. Upon completion of the course, the employee will forward the original copy of the form, along with evidence of satisfactory completion of the course together with receipts for reimbursable fees.
 4. Eligible reimbursements will be paid on the next regular pay check after receipt.

IV. ASC RESERVES THE RIGHT TO MODIFY OR DISCONTINUE THIS POLICY AT ANY TIME WITH OR WITHOUT NOTICE.