TITLE: **Tuition Reimbursement Program**

PROCEDURE NUMBER: **8-10-1000.2**

RELATED POLICY AND PROCEDURES: **8-10-1000 Faculty and Staff Professional Development**

DIVISION OF RESPONSIBILITY: **Administrative and Academic Affairs**

August 28, 2013	**November 18, 2025**	**November 18, 2025**
Approved by President	**Date of Last Review**	**Date of Last Revision**

Administrative Responsibilities

It is the responsibility of the Executive Director for Development to review and revise this procedure.

Procedure

A. Requirements for Admission into the Tuition Reimbursement Program

1. In order to qualify for tuition reimbursement, the proposed coursework should be job- related and connected to the College's strategic plan.
2. Employees who have completed their probationary period or where coursework is required to meet employment credentialing are eligible to participate in the tuition reimbursement program. Eligibility exceptions may be granted with Institutional Officer approval.
3. Employees pursuing tuition reimbursement under this procedure may apply for funding for collegiate coursework up to four courses per calendar year. The Foundation will reimburse $500 per course for up to four courses in a calendar year to earn an Associate's or Bachelor's degree. The amount for graduate level courses is $750 per course for up to four courses in a calendar year. Courses taught at

Piedmont Technical College are not eligible for reimbursement through the tuition reimbursement program. If the employee wishes to take a course at the College, he/she should use the Free Course Application available through the Business Office. Nothing herein shall prevent an employee from pursuing additional academic courses at their own expense. All scheduled courses should be taken after the employee's regular hours of work unless the course section that the employee intends to enroll in is the only section offered and the course required in the degree program in which the employee is enrolled. Employees who desire to take courses during normal work hours must secure approval from the appropriate Institutional Officer.

4. When an employee requests reimbursement for tuition in a degree-granting program, there is no implied or formal commitment for continued support after the initial request. Employees must reapply each year as described in Section C below. Request considerations are priority based. Foundation funds are only available for tuition reimbursement and no other associated costs.

B. Priority for Tuition Reimbursement Program Consideration

Full time members of faculty and staff may qualify for tuition reimbursement based on Foundation funds available in the following order:

1. Full-time employees pursuing an approved Faculty Performance Management System (FPMS) or Employee Performance Management System (EPMS) plan to receive tuition reimbursement required to meet accreditation guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) or other accreditation agencies may qualify for tuition assistance.

2. Full-time employees who are aspiring to a higher level in the organization and are pursuing additional education to prepare for advancement.

C. Approved Application and Plan

1. Prior to enrolling in classes, full-time employees interested in the tuition reimbursement program must complete the Tuition Reimbursement Application and seek approval from their supervisor or Division Dean and the appropriate Institutional Officer. The application must include a list of all courses for the calendar year, regardless of whether the listed course is funded under this procedure or at individual expense. A copy of the application is filed in the Development Office.

2. The Executive Director for Development reviews the application for the necessary approvals and notifies the employee to proceed with coursework.

3. Any participant receiving funds under this program is required to continue their employment with the College for a period determined herein. Participants who voluntarily terminate their employment or are terminated for cause may be required to repay the funds to the Piedmont Technical College Foundation on a *pro rata* basis. If the former employee elects to repay the amount on an installment basis, then the

Piedmont Technical College Foundation may charge interest on the amount due based on the current Wall Street Journal Prime Rate.

4. The obligated period of employment for the participant is based on the amount received in the participant's most recent calendar year of participation in the Tuition Reimbursement Program. The period of employment is calculated from the date that the reimbursement is made by the PTC Foundation; or, if the Foundation prepays an amount on behalf of the participant, then the date of payment. The period of employment for multiple year reimbursements shall run concurrently.

    a. If a participant receives $500 or less, then the obligatory period of employment is one year.

    b. If a participant receives more than $500 but less than $1,000, then the obligatory period of employment is two years.

    c. If a participant receives $1,000 or greater, but less than $2,000, then the obligatory period of employment is three years.

    d. If a participant receives $2,000 or greater, then the obligatory period of employment is five years.

D. Reimbursement and Reporting

1. The participant initiates reimbursement action in accordance with the approved plan and attaches a copy of the payment receipt and a transcript of grades or other documentation certifying successful course completion (defined as earning a grade of "C" or better.)
2. The Foundation office reviews and approves the documentation submitted and prepares a check for the participant.