

## **WGTC 4.12**

### **Tuition Assistance Program**

The Tuition Assistance Reimbursement Program provides educational assistance to eligible employees to enhance their professional development and growth and to benefit at West Georgia Technical College (WGTC). WGTC Foundation funds are used to provide reimbursement for approved classes/programs. Funding is intended to supplement, not fully fund the educational process and funding for the program is not guaranteed. Requests for reimbursement of actual expense in excess of all financial aid sources will be accepted twice per calendar year, June 1 and January 1.

When possible, an employee's schedule may be adjusted to allow them to participate in a course required by their program of study that is unavailable at hours outside of the employee's normal schedule. This accommodation must be pre-approved by their supervisor and is not leave time. The employee must maintain their full-time working hours.

#### **Eligibility**

- A. Tuition Assistance may be available to all full-time employees of West Georgia Technical College WGTC who have a minimum of one full year of service with the college and are not on any level of formal discipline (Reminder 1 or above).
- B. All eligible employees wishing to take advantage of this opportunity will submit the request via the Tuition Assistance Request Form.
- C. Request must be approved by the employee's supervisor and the College president. Approved educational activities must lead to credentials or approved degree programs that are clearly related to an employee's job or career at WGTC.
- D. Employee must maintain a grade of B or better in all courses for which assistance is requested.
- E. Employee must provide documentation that all financial aid sources are being used or have been exhausted.

#### **Benefits**

- A. Approved employee requests are eligible to be reimbursed at an amount that will not exceed 500 dollars per request. This amount may vary by request cycle, depending on the number of employees currently in the Tuition Assistance Reimbursement Program and monies available.

- B. Employee must provide grade reports/transcripts in June and January with the request form, indicating that the amount requested is current and that the approved coursework has been satisfactorily completed.

Conditions

- A. Tuition assistance will not be paid for courses taken more than once.
- B. Employees are responsible for all tuition and other fees for their coursework. This program will assist at a designated level as a reimbursement only to the employee.
- C. Employee must complete the Tuition Assistance Request form. All course requests must be appropriate and approved before the coursework begins.
- D. Request for reimbursement will be submitted twice/year - June 1 and January 1.
- E. This is a reimbursement program only.
- F. Employees must document that all financial aid has been applied before a bill is submitted for reimbursement.
- G. Tuition Assistance will not apply to non-credit program requests.
- H. Employees who voluntarily resign within twelve months of receiving tuition assistance through this policy will be expected to repay the College for the assistance received during the preceding twelve months.

Reference: State Board Policy 4.9.3.  
<https://www.tcsg.edu/tcsgpolicy/files/4.9.3.pdf>

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