

Tuition Fee Reimbursement Guidelines for Faculty & Non-Faculty

RVC Administrative Procedure (3:30.060)

Full-time RVC employees, after completing one (1) full year of continuous employment, may apply for tuition reimbursement for courses taken at an accredited college.

1. To apply, prior to registration for any class, complete the tuition reimbursement application and forward it to your supervisor for approval. Submit the approved application to the Human Resources Benefits Coordinator. Late applications shall be considered only if unforeseen events (as determined by the appropriate supervisor) prevented an application from being submitted prior to registration. The preferred deadline to submit requests for reimbursement is two weeks prior to the start of the course.
2. Reimbursement shall be for actual tuition fees:
 - Up to \$250/credit hour for graduate credit classes or the actual credit hour cost, whichever is the lower amount.
 - Up to \$125/credit hour for undergraduate courses or the actual credit hour cost, whichever is the lower amount.
3. The maximum number of credit hours for which an employee may receive reimbursement per fiscal year is 15.
4. The maximum number of credit hours for which an employee may receive reimbursement while employed is 45.
5. A maximum of one course per semester may be taken during work hours. Time used to attend class during the regularly scheduled work shift must be made up during the same week or may be paid through the use of accrued time.
6. Reimbursement payments shall be made within 30 days after Human Resources receives official verification of successful completion of the approved undergraduate or graduate credit. If employment ceases (for any reason whatsoever) the employee shall not receive reimbursement for classes completed within 120 days of the cessation of employment.
7. Each approved request shall be forwarded to the vice president of the employee's department (on a first-come, first-served basis). Request for reimbursements above the College's approved budget may be denied.

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8. If approval has been granted and you decide not to take the class or classes approved, your supervisor should be notified as soon as possible. (This will allow an adjustment in the amount encumbered.)
9. Credit hours earned while working on a doctorate dissertation will be excluded from payment.
10. Tuition fee reimbursement forms are available on Quarry or through Human Resources.

Reference: Board Report #6682

Revised: December 2021