

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508**  
**County of Cook and State of Illinois**

**RESOLUTION**

**TO ADOPT**

**CCC TUITION REIMBURSEMENT POLICY FOR ADMINISTRATORS AND NON-  
BARGAINED FOR FULL TIME EMPLOYEES**

**WHEREAS,** the Chancellor or designee may develop policies, including eligibility criteria, for reimbursement of tuition for credit toward degrees for Administrators and Non-Bargained For personnel, subject to Board approval.

**WHEREAS,** to increase the effectiveness of the City Colleges of Chicago (CCC) services to the citizens of Chicago by encouraging the professional development of employees through education and training, as well as by preparing employees for advancement

**NOW THEREFORE BE IT RESOLVED,**

that the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois adopts the following policy with respect to tuition reimbursement as follows:

**I. ELIGIBILITY REQUIREMENTS**

**A. Applicants**

1. Applicants must be City Colleges of Chicago employees.
2. Applicants must be full-time administrators or non-bargained for employees.

**B. Colleges, Universities and Vocational/Technical Institutions**

1. Applicant's school of enrollment may offer resident classroom or online instruction and be chartered by and be located within the State of Illinois.
2. Colleges and Universities must be accredited by the Higher Learning Commission.
3. Technical/Vocational institutions must be licensed and approved by the State of Illinois or the Commission of the National Association of Trade and Technical Schools.
4. Courses offered at schools not so accredited may be approved by the Vice Chancellor of Academic Affairs, if such courses have been authorized by a licensing board and/or professional association.
5. A course will not be reimbursed if a comparable class is offered at CCC.

**C. Course of Study**

1. Courses of study must be related to the employee's current or probable future work with the City Colleges of Chicago.

**II. CONDITIONS AND LIMITATIONS ON REIMBURSEMENT**

- A.** A maximum of two (2) classes will be reimbursed per semester, quarter or term.
- B.** Reimbursement is limited to a yearly entitlement amount set annually during the month of July by the Office of Human Resources.
- C.** Reimbursement is for tuition only; costs of books, lab fees, late penalties, supplies and other special fees are **NOT** reimbursable.

- D. Review courses for licenses or degrees, such as the Bar Review or CPA Review, will not be reimbursed.
- E. All applications must be submitted to the Office of Human Resources within 30 days after the date classes begin.
- F. The application must be approved by the employee's College President/Vice Chancellor and by the Office of Human Resources.
- G. Reimbursement will be based on available funds.
- H. Individual reimbursement will not exceed \$1,000 per fiscal year.

### III. APPLICATION PROCEDURES AND FORMS

- A. Complete one (1) copy of the **Tuition Reimbursement Application** form.
- B. Applicants first enrolling in a course or a degree program must submit a **letter** to the Vice Chancellor of Human Resources which explains how the course or degree program relates to their current or probable future work duties. This letter is to be signed by the College President/Vice Chancellor or designee. This letter will be placed on file and need only be filed once.
- C. A letter must be prepared by the applicant at the beginning of each term under the following circumstances:
  - 1. If the applicant is taking individual university classes but not pursuing a degree.
  - 2. If the applicant is taking vocational/technical school classes but not pursuing a complete study program.
- D. The complete application package shall be submitted to the College President/Vice Chancellor for review, approval and signature.
- E. The package shall then be submitted to the Vice Chancellor of Human Resources by the College President/Vice Chancellor for final review and approval.
- F. The Vice Chancellor of Human Resources shall send a letter to the College President/Vice Chancellor accepting or rejecting the application.

### IV. REIMBURSEMENT PROCEDURE

#### A. Reimbursement Documentation:

Reimbursement is based on grades and granted upon submission of original grade reports and original receipts of payment to the College President or Vice Chancellor. Carbon photo static or photocopies of payment receipts and grade reports will **NOT** be accepted. All grade reports and receipts shall be submitted to the Office of Human Resources within thirty (30) days of the scheduled ending date of classes. Employees expecting late final grade(s) or for some other reason wishing to hold open their reimbursement request **must** promptly notify Human Resources in writing. Unless this procedure is followed, reimbursement will not be paid.

#### B. Reimbursement Rates

- 1. Undergraduate School
  - a. Grade "A" - 100%
  - b. Grade "B" and "C" - 75%
- 2. Graduate and Professional School
  - a. Grade "A" - 100%
  - b. Grade "B" - 75%
  - c. Grade "C" is **NOT** reimbursable
- 3. Grades of "Pass" in a course graded on a Pass/Fail Basis reimbursed at 75%

**V. FAILURE TO COMPLY**

Failure to comply with this policy will result in the disapproval of the application and non-payment of reimbursement. The Vice Chancellor of Human Resources will, in all cases, exercise the final judgment as to whether or not reimbursement will be granted and, if so, the amount of reimbursement.

FINANCIAL            \$80,000.00 – Educational Purpose Fund

Respectfully submitted,

Wayne D. Watson  
Chancellor

September 8, 2005