

## EDUCATIONAL ASSISTANCE PLAN

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### Full-Time Employees

Full-time employees of UA Cossatot enrolling in higher education credit courses shall develop with his/her immediate supervisor an Educational Assistance Plan that is submitted to the Chancellor for approval. This plan shall be designed to enhance the employee's productivity and effectiveness.

The guidelines for Educational Assistance are as follows:

1. Courses/programs taken by employees under this plan must be relative and useful to UA Cossatot.
2. The employee may receive a 100% waiver of tuition and mandatory fees for college credit classes taught by UA Cossatot.
3. Employees that are eligible for the 50% tuition waiver may take courses at in-state accredited or out-of-state accredited institutions, but the reimbursement amount shall be based on the Arkansas state-supported institution that assesses the highest rate of tuition. No reimbursements under this plan may exceed 50% of the established highest rate of Arkansas tuition.
4. The employee must pass the course with a grade of C or better to remain eligible for the tuition waiver program. A grade of "I" or Incomplete will be accepted for one extension period only. Withdrawal or a grade of D or F will require the employee to pay the tuition and fee for the class, or that portion thereof due the College.
5. Employees will not have tuition and mandatory fees waived for audited courses.
6. Employees attending workshops, seminars, and training sessions during normal working hours shall have their fees and ordinary expenses paid by the college, when appropriate supervisory approvals have been obtained.
7. Employees may, with the approval of their supervisor, enroll in classes that meet during the normal work day. Those employees have the option of using Annual Leave for the hours absent from the work station or they may, with their supervisor's approval, establish a schedule for working after regular duty hours to make up for time missed.
8. Employees must provide for their own course materials, such as textbooks, manuals, etc.
9. Employees who personally benefit from training paid by the college (personal

license, courses, certifications, or degrees) shall agree to remain with the institution for twelve (12) months upon completion of the training or reimburse the college for the funds it expended on behalf of the employee for training over the previous twelve (12) months.

10. Members of a full-time employee's immediate family may attend credit classes at UA Cossatot at a 50% tuition rate. Employee's immediate family includes spouse and dependent members of the household, as verified by an income tax form. The participant must provide for the fees and instructional materials expected of any other student.
11. Employees are required to take all undergraduate coursework at UA Cossatot, if offered, before 50% reimbursement will be approved for credit classes taken at another institution.
12. All UA Cossatot waivers must be completed and filed with the Financial Aid Office before the census date of each semester in which enrolled or waivers will not be honored.

#### Part-Time Employees and Adjunct Faculty

Part-time employees of UA Cossatot shall have the opportunity to attend credit courses offered by UA Cossatot at 50% of the tuition rate charged for in-district students and a 100% waiver of mandatory fees. The policy excludes Federal work-study students.

To receive the 50% tuition and mandatory fee waiver for credit courses taken at UA Cossatot:

1. The employee must work a minimum of twenty-four (24) hours per pay period.
2. The employee must pass the course with a grade of C or better to remain eligible for the tuition waiver program. A grade of "I" or Incomplete will be accepted for one (1) extension period only. Withdrawal or a grade of D or F will require the employee to pay the tuition and fee for the class, or that portion thereof due the college.
3. Employees will not have tuition, mandatory fees waived for audited and/or noncredit courses.
4. Employees may, with the approval of their supervisor, enroll in classes that meet during the normal work day and establish a schedule for working after regular duty hours to make up for time missed.
5. Employees must provide for their own course materials, such as textbooks, manuals, etc.
6. If the employee terminates his/her employment with the college during the semester in which he/she is receiving the benefit of reduced tuition and waiver of fees, he/she may be responsible for reimbursing the college for the tuition and fees waived by the

college for that semester only.

7. UA Cossatot waiver will not be applied to statement until all other funding has been exhausted.
8. All UA Cossatot waivers must be completed and filed with the Financial Aid Office before the census date of each semester in which enrolled or waivers will not be honored.

**Special Circumstances Training/Education for Full-Time and Part-Time Employees:**

When employees are required to receive new or mandated training, the college shall reimburse the costs of the training and ordinary expenses to the employee. The Chancellor must approve these expenditures in advance.

HLC Criterion: 2A; 3C.5; 3C.7

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**Policy History:**

March 6, 2017  
September 8, 2014  
July 7, 2014  
December 3, 2012  
January 1, 2011  
July 31, 2006  
December 5, 2005  
May 23, 2005  
November 29, 2004  
May 24, 2004  
September 29, 2003  
March 27, 2000

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**PROCEDURE: NONE**