

EDUCATIONAL ASSISTANCE PLAN

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.
13. Employees wishing to take advantage of this policy must submit an Education Assistance form to the Chancellor's office before August 1st (for fall courses), December 1st (for spring courses), and May 1st (for summer courses) in order to be considered for reimbursement.
14. UA Cossatot intends to fund a specific dollar amount each year for this program. The level of funding is contingent upon the ability of the college to set aside funds for this program from the general operating budget. There may be years in which no funding is available.
15. The per academic year limit per full-time employee for tuition reimbursement is \$2000.
16. After each semester deadline for the submission of Education Assistance forms, all tuition reimbursements will be assigned priority based on the following:

First Priority: Those employees that are required by the college to obtain additional training.

Second Priority: Those employees that are working on industry-specific credentials (outside of their program requirements which are paid for by the program budgets).

Third Priority: Those employees that are working on their Bachelor-level degree.

Fourth Priority: Those employees that are working on their Master-level degree.

Fifth Priority: Those employees that are working on their Doctoral-level degree.

17. Educational Assistance only applies to actual out-of-pocket costs.
18. Employees who are taking college courses MUST show proof that they completed the FAFSA for the college they are attending.

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.

Policy History:

May 4, 2020
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

PROCEDURE 447-1

COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

Application for Tuition Assistance

Semester Requesting Assistance: _____

Do you expect to graduate this semester: _____

1. Employee: _____

Dependent name if a dependent waiver: _____

2. Date of employment with the College: _____

3. Degree Working Toward: _____

4. Institution taking classes from: _____

5. Reason for taking courses: _____

Beginning of Semester:

Attach the below documents at the beginning of the semester for the Vice Chancellor for Academics.

- semester schedule
- semester statement showing tuition and fees
- degree plan

End of Semester:

Submit your grades at the end of the semester to the Vice Chancellor for Academics. Submit within a month of final grades being posted.

I confirm I have read and understand Policy 477 _____employee initials

1. Employee _____ Date _____

2. Immediate Supervisor _____ Date _____

3. VC Academics _____ Date _____

3. Human Resource Office _____ Date _____

4. Chancellor _____ Date _____

To be completed at end of semester by VC Office:

Amount to reimburse employee:

Notes:

Procedure History:

August 2, 2021
