Policy and Procedures for Tuition Reimbursement (Classified Service, Unit 3)

1. **Policy.** The Los Angeles Community College District shall establish a fund of at least $1,000 per fiscal year for the purpose of professional development. Members of the Crafts Unit may receive tuition reimbursement in accordance with the following requirements:

   a. A maximum of $200 not to exceed 50% of the tuition in any one academic year (July 1 through June 30).

   b. Tuition reimbursement shall be processed upon submission of evidence of successful completion of courses taken. This evidence shall be submitted by the employee to the Office of Personnel Operations (Attention: Staff Development).

   c. Tuition reimbursement shall be made for a course, workshop, institute or other organized activity in any of the following areas:
      
      (1) The employee's current classification.
      (2) A related classification.

   d. Courses, workshops, institutes or other organized activities must be taken at an accredited institution. Exceptions may be made by the tuition reimbursement committee for courses, workshops, or other organized activities offered by recognized business, industry, governmental, professional, and occupational organizations or associations.

   e. All requests for reimbursement for professional growth must be submitted to and approved by the Committee on Tuition Reimbursement no earlier than 30 days prior to the date that the course(s) start and no later than the end of the second week of classes. The committee is composed of two (2) crafts unit members designated by the Los Angeles County Building & Construction Trades Council and three (3) management employees designated by the Vice Chancellor of Human Resources. Applicants will be notified of the action taken.

2. **Procedures.**

   a. An application for tuition reimbursement may be obtained from the President's office or the Office of Personnel Operations (Attention: Staff Development), Ext. 2181 at the District Office. Members of the Crafts Unit should initiate a request for approval of tuition reimbursement by sending the completed Application Form C1141 to the Office of Personnel Operations (Attention: Staff Development), District Office, no earlier than 30 days prior to the date that the course(s) start and no later than the end of the second week of classes.
b. Applications will be considered by the Committee on Tuition Reimbursement in the order received by the Office of Personnel Operations until the tuition fund is actually exhausted.

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C. Change of Program. If, subsequent to approval of an application for tuition reimbursement, it is necessary to substitute or change a course in place of the course for which approval has been granted, a request for approval of the substituted course must be made by sending an amended application listing the course change immediately to the Committee on Tuition Reimbursement for approval or denial.

d. Reimbursement Procedures. Applicants approved for tuition reimbursement will receive Form C1142 for completion with the notification of approval. The completed forms should be accompanied by the institution’s fee bill and official grade reports or transcripts with the seal and/or signature of the Registrar. Photocopies or student copies of transcripts without the seal are unacceptable.

Applicants who have attended workshops, seminars, institutes or organized activities other than for university credit, should attach an authorized receipt and attendance verification from the sponsoring organization, school, or agency.

Verification of the completion of study must be submitted to the Office of Personnel Operations (Attention: Staff Development), for reimbursement of the authorized tuition amount not later than 60 days from completion of class(es). Additional forms or information for obtaining tuition reimbursement may be requested from the Staff Development Unit, Office of Personnel Operations, Ext. 2181.

3. Definitions.

a. "Accredited Institution". The institution offering a course for which tuition reimbursement is requested must be listed in the latest edition of "Accredited Institutions of Post Secondary Education" published for the Council on Post-Secondary Education by the American Council on Education.

b. "Completion". The grading policy of the institution offering a course will be used to determine "successful" completion.

C. "Reimbursable Expenditures". Included are the mandatory tuition fees, fees charged for instruction as stated in the college catalog, or fees charged for workshops, institutes or other organized activities offered at an accredited institution. Reimbursement for dissertation courses will be limited to two years.

Not reimbursable are the cost of room, meals, travel, textbooks and materials, general reference books, recommended reading, workbook, late fees, parking, optional student body fees, optional health fees, optional fees related to instruction, supplies or similar expenditures and fees charged for conventions or conferences.

d. "International Education". International Education programs sponsored by the Los Angeles Community College District will be reimbursed for 50% of the cost of instruction only at any institution in a foreign country with which this District is associated. No additional expenses will be reimbursed. This cost will be determined by the District director of the International Education Program.