

**Town of Cape Carteret
Tuition Assistance Program
Standard Procedure**

1.0 Purpose

To provide guidelines for the award of tuition assistance to all eligible full-time employees

2.0 Policy

By establishing a Tuition Assistance Program, the Town of Cape Carteret encourages employees to take courses which will improve their skills and performance in their present positions and/or help prepare them for promotional opportunities within the Town. Funds for this program will be budgeted annually beginning July 1, 2017, and are subject to availability of funds.

3.0 Organizations Affected

All Town Departments

4.0 Definitions

4.1 Approved Course. An approved course is one which will either improve the employee's ability to perform his/her present job or will help prepare the employee for a job with the Town which will require a higher level of knowledge, responsibility, and/or skill.

4.2 Approved Institution. Any accredited college, university, technical institute, community college, correspondence school, or any other institution approved by the Town.

4.3 Eligible Expenses. Tuition, registration fees, laboratory fees and student fees are eligible reimbursement items. Books, special equipment, tools, travel expenses, and miscellaneous supplies such as pencils and paper are not reimbursable expenses.

4.4 Eligible Employees. All full-time employees who have completed initial probation are eligible for assistance under this program.

4.5 Successful Course Completion. Successful course completion will be construed to be a grade of "B" or better in graded courses or where letter grades are not given, a written statement from the instructor stating that you have successfully completed the course.

4.6 Reimbursement Amount. Eligible employees may be reimbursed up to \$500 per fiscal year (July 1 – June 30).

5.0 Application Process

5.1 Employees should discuss their education or training needs with their Department Head/Supervisor, and complete a tuition assistance application prior to course registration, which should be submitted to the Department Head/Supervisor.

5.2 If approved by the Department Head/Supervisor, the application should be forwarded to the Board of Commissioners for final approval.

5.3 If the application is not approved by the department head or the Board of Commissioners for any reason, that reason will be discussed with the employee.

5.4 If the application is approved, it is the employee's responsibility to keep up with the appropriate receipt(s) and transcript(s) of grades when applicable.

5.5 To receive reimbursement up to \$500, the employee must submit receipt(s) of payment and verification of successful course completion to his/her department head. The Department Head/Supervisor will forward this information to the Finance Officer for payment approval.

Tuition Assistance Application on the next page.

**Town of Cape Carteret
Tuition Assistance Program Application
(Please Print)**

Full Name: _____

Job Title: _____

Department: _____

**EDUCATIONAL BACKGROUND
(Circle Highest Grade Completed)**

High School

Trade or Business School

College or University

9 10 11 12

1 2 3 4

1 2 3 4

Name of School Last Attended

I submit the following course(s) for approval under the rules of the Tuition Assistance Program. The institution offering the course is _____
(Please write the name of institution.)

Course Title	Credits or Hours	Beginning Date	Ending Date	Costs (tuition, registration, laboratory or student fees)
				Total:

Please check appropriate space below. I am working toward:

___ Diploma ___ Certificate ___ Degree ___ Credit ___ Improved job skills in the area of

Expected date of completion: _____

State briefly how this course will help you in your present job, or prepare you for greater responsibilities with the Town of Cape Carteret. Please use the back of this application if the space below is not sufficient.

I understand that if my application is approved, the Town of Cape Carteret will reimburse the cost of tuition, registration fees, laboratory fees, and/or student fees up to \$500 for eligible full time employees. I also understand that in order to be reimbursed at the end of the course, I must provide proof of a grade of "B" or better, or where letter grades are not given, a written statement from the instructor stating that I have successfully completed the course and a receipt of payment.

Applicant's Signature

Date

Recommended by: _____
Department Head/Supervisor

Date

Approved by: _____
Board of Commissioners

Date