

**CITY COLLEGES OF CHICAGO TUITION REIMBURSEMENT
POLICY APPLICABLE TO LOCAL 1708 BARGAINING UNIT EMPLOYEES**

GENERAL PURPOSE: To increase the effectiveness of 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.

I. EFFECTIVE DATE

This policy is effective upon ratification and Board approval of the collective bargaining agreement of which is it part. Reimbursement for any course payable on or after this date will be subject to this policy statement.

II. ELIGIBILITY REQUIREMENTS

A. Applicants

1. Applicants must be City Colleges of Chicago employees.
2. Applicants must be full-time employees in the Local 1708 bargaining unit.

B. Colleges, Universities and Vocational/Technical Institutions

1. Applicant's school of enrollment may offer resident classroom or online instruction and must 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 comparable class is offered at CCC.

C. Course of Study

1. Courses of study must be related to: (a) the employee's current or probable future work with the City Colleges of Chicago; (b) substantive academic advancement (c) achievement of college-level or higher degree; or (d) career/occupational enhancement or advancement.

III. 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 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. Overall aggregate reimbursement to eligible applicants will be limited to maximum of \$80,000 per fiscal year, and no more than \$10,000 per College/District Office, on first come/first served basis.
- H. Individual reimbursement will not exceed \$1,000 per fiscal year.

IV. APPLICATION PROCEDURES AND FORMS

- A. Complete one (1) copy of the **Tuition Reimbursement Application** form. (Form: TRA100).
- B. Applicants first enrolling in course or a degree program must submit **letter** to the Vice Chancellor of Human Resources which explains how the course or degree program relates to the factors set forth in paragraph II.C.1 above. 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 degree.
 - 2. If the applicant is taking vocational/technical school classes but not pursuing 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, and will also notify the applicant in writing.

V. 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 photostatic 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 course graded on Pass/Fail Basis reimbursed at 75%

VI. FAILURE TO COMPLY

Failure to comply with this policy will result in the disapproval of the application and nonpayment 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, subject to the foregoing terms of this policy.

Office of Human Resources will administer the Tuition Reimbursement Program without regard to race, color, religion, gender, age, sexual orientation, national origin or handicap.