

Brookville Center for Children's Services, Inc.  
Tuition Incentive Program Policy/Procedure

Employee must be with BCCS a minimum of one year prior to the semester's deadline for application submission AND must be employed in a full time capacity.

Employee must have completed orientation & all training requirements

The tuition application must be approved by the Program Director who will consider if the coursework is job related or leads to a degree, certification or to the acquisition of a new skill which would directly benefit the agency; the employee will be notified if they are approved or denied reimbursement for the semester by the Assistant Director of Training and Workforce Development; no employee is approved until they receive the approval notice from the Assistant Director of Training and Workforce Development.

Employees who are approved for participation in the Tuition Incentive Program are eligible for a maximum of \$5,000.00 reimbursement per fiscal year based on a July 1<sup>st</sup> through June 30<sup>th</sup> calendar. The Center reserves the right to adjust the maximum reimbursement allowance on an annual basis.

Tuition incentive applications will be sent to Program Personnel Coordinators prior to each semester in addition to being available from the Training and Workforce Development Department and the AHRC Café. Instructions regarding where to return your completed application are indicated on the document. **All sections of the application must be completed and accompanied by all required supporting documentation for consideration. The employee is responsible for checking the deadline dates for application submission which are as follows:**

- A. Fall semester – last week of July
- B. Spring semester – last week of November
- C. Summer semester – last week of May

Approved applicants will receive reimbursement after they have completed the course(s) and submitted a minimum grade of "C" or "P" as well as a **final** billing statement indicating the tuition and all fees, loans, grants, etc. and the amount paid. **All grades and required coursework documentation must be submitted no later than one month after the attended semester; failure to meet this deadline will result in forfeit of reimbursement.**

In view of the Center's extra investment in the employee, an individual who participates in the tuition incentive program is expected to remain in BCCS employ for a period of at least one year following the completion of any tuition incentive sponsored coursework. Employment within this timeframe must continue in a full time capacity. Failure to adhere to this policy will subject the employee to repayment of all tuition incentive benefits awarded.

**ACKNOWLEDGEMENT OF POLICY RECEIPT:** \_\_\_\_\_