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## **Employee Tuition Reimbursement**

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Policy Number:	4413
Key Process Area:	Employee Engagement & Culture
Owner:	VP AR
Current Approved Date:	Nov 29, 2020

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### **POLICY STATEMENT**

New Brunswick Community College (NBCC) encourages our employees to seek educational opportunities that are deemed to be beneficial to the employee as well as NBCC, and provides support to them by offering a tuition reimbursement.

### **PURPOSE**

This policy supports NBCC's commitment to our people and our goal to be an employer of choice. It also ensures that our employees stay current in their area of expertise.

### **SCOPE AND LIMITATIONS**

This policy provides information on the criteria and process for applying for tuition reimbursement. It applies to all NBCC regular and term full-time employees who have completed at least one year of employment with NBCC. This policy does not apply to professional development required to upgrade skills.

#### **1.0 DEFINITIONS**

Not applicable.

#### **2.0 IMPLEMENTATION**

##### **2.1 Benefit**

NBCC will consider reimbursing 50% of the cost of tuition fees for an approved postsecondary education credit course which is part of a diploma or degree program; and

NBCC will consider reimbursing 100% of the cost of tuition fees for an approved NBCC credit course or program provided the employee is not displacing a student.

##### **2.2 Process**

To apply for tuition reimbursement employees must complete the Application for Tuition Reimbursement annually and forward to their Manager for approval.

##### **2.3 Criteria for Approval**

- Course must be part of a diploma or degree program at an accredited institution recognized by the College.
- Course must be completed outside the regular work schedule of the employee and must not interfere with the regular operations of the College.

- The goals and outcomes of the course or program must align with the College's strategic objectives.
- The course or program must be stated in the employee's annual development plan.
- The program of study must be directly related to the employee's current position, program and department.
- The employee benefit received to date is less than \$10,000.
- There is a vacant seat in the class in the case of courses offered at NBCC.

## 2.4 Reimbursement of Tuition

- For external courses, reimbursement, if approved, will be made upon successful completion of each course of the diploma or degree program.
- For NBCC courses, staff will be granted a tuition exemption, but will be responsible for related student fees if applicable.
- At the conclusion of the course, employees submit an expense claim and attach the approved Application for Tuition Reimbursement form, the receipt from the institution showing payment of tuition, and a transcript of marks.

## 3.0 OTHER RELATED DOCUMENTS

Application for Tuition Reimbursement (4413.4638)