



COLLEGE of CENTRAL FLORIDA

ADMINISTRATIVE PROCEDURE

Title: Tuition Assistance for Employees

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Implementing Procedure For Policy # 5.08

Date Approved/Revised:
4/16/03, 5/28/03, 3/26/07

Division: Institutional Effectiveness & College
Relations / Professional Development

1. **Applications:** The Office of Professional Development coordinates requests for tuition assistance for full-time employees for courses that support professional development at the department, division, or instructional level. Forms are available on the CF Intranet (under Professional Development) or in the Office of Professional Development.
2. **Employee Tuition Assistance:** SPD funds are available to support upper division and graduate level tuition assistance for CF employees using the following guidelines:
 - a. The Employee Course Tuition Assistance Application should be completed and submitted approximately four weeks prior to the beginning of class.
 - b. Requests and subsequent reimbursement must be for only the cost of tuition.
 - c. Up to three courses may be submitted for reimbursement per fiscal year, depending on available funds.
 - d. Courses must be from a regularly accredited college/university.
 - e. The Employee Course Tuition Assistance Application is submitted to the Manager, Professional Development.
 - f. Funding will be awarded on a “first come, first served” basis.
 - g. To receive reimbursement, employee must submit a copy of the grade report (with a grade of C or higher) and course payment receipt to the Manager, Professional Development.
 - h. The College reserves the right to disapprove tuition assistance requests if the above criteria are not met or if courses have no demonstrable application for one’s professional development at the College.
3. For information on CF fee waivers, see Administrative Procedure for “Waivers of Fees and Tuition for Employees and Dependents.”

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| Vice President, Institutional Effectiveness & College Relations | | Date: |
| Approved by President | | Date: |