



Tuition Assistance Program (TAP) Policy and Procedure

EFFECTIVE DATE: 7-1-15

DEPARTMENT: Human Resources

LAST REVISION:

POLICY NO.

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Policy:

Central Louisiana Technical Community College (CLTCC) is committed to "the recruitment, hiring, and retention of the best possible faculty, staff and administration." As part of its desire to meet its employees' evolving needs, CLTCC has established an educational assistance program, the Tuition Assistance Program (TAP). The purpose of TAP is to foster the professional growth and development of the CLTCC eligible employees. The Tuition Assistance Program (TAP) is available to non-temporary, full time benefits-eligible employees who have successfully completed at least one year of employment with Central Louisiana Technical Community College (CLTCC).

DEFINITIONS:

- Full-time Employee: An employee working 40 hours a week or 80 hours in a pay period; or, faculty placed under contract or under a letter of appointment to a permanent position for a period encompassing most or all of the entire academic year (i.e., faculty contracts or appointments of not less than 9 months). A student is not eligible if the individual's primary status is as a student, or the individual works in a student designated position, since this is intended as an employment benefit.
- Educational Assistance: Financial support for approved job related educational courses, professional certifications or licenses, or the acquisition of a degree. Financial support consists of the costs of tuition and applicable mandatory attendance fees.

PROGRAM REQUIREMENTS:

- Course Criteria: Requests for educational assistance must be for courses that are job related or part of a degree program. All academic courses must be taken at a Louisiana state college or university that is a regionally accredited institution.
- Employee Eligibility: Participation is limited to a full-time employee who has been employed at least one year in a full-time permanent position and who receives approval to register for the course(s) from his or her supervisor and chancellor (or president in the case of the board).
- Submission of Requests: Employees must request education assistance and receive approval prior to the start of class.

- **Course Limits:** Employees may take up to six credit hours of course work per semester (or the equivalent under other than regular semester systems).
- **Reimbursement:** Colleges and the board office should use the following procedures when reimbursing employees upon completion of appropriate courses.
 - Employees pay the required tuition and applicable mandatory attendance fees initially and are reimbursed for the costs when the course is completed and appropriate documentation is submitted.
 - The course must be completed satisfactorily with a grade of “C” or better, or “Pass” if a Pass/Fail course, to be eligible for reimbursement.
 - The employee must produce documented proof of successful completion of the course before reimbursement.
 - This benefit does not cover fees or financial penalties associated with a dropped course, a course from which the student withdraws, or other types of financial penalties due to failure by the student to meet set deadlines.
- **Continuation Requirements:**

Any employee receiving tuition assistance will be required to sign an employment continuation agreement. When the tuition reimbursement payment is made, the employee will be required to sign an agreement to remain an employee of LCTCS for at least two months from the date of receipt (of the reimbursement payment) for each credit hour reimbursed. (For example, if 6 credit hours are taken, a continuation agreement of 12 months will be required.) If the employee separates from CLTCC prior to the end of the continuation period, the amount due back to the employer will be pro-rated.

EDUCATIONAL LEAVE:

The employing institution can determine by policy whether to offer educational leave for a chosen course if it is taken during the employee’s work day. However, employees are encouraged to schedule courses with minimal disruption to their regular work schedule by taking courses outside of regular work hours, on-line, or making up work hours missed with the supervisor’s approval. In all such situations, the employee’s taking of a course should not adversely affect department services.

FEES:

Enrollment with this exemption may occur only after the selected class has officially made and only if there is an available slot in the class. The employee must meet any prerequisite course requirements. An approved administrator at each institution shall certify space availability and that the class has made after the institution’s deadline for student schedule changes.

Distributed Electronically via CLTCC's Internet
All employee email dated: _____

Related LCTCS Policies: #6.037 – 6.038

Approved: _____
Chancellor

Date: _____