

# Davis Applied Technology College: A Utah College of Applied Technology Campus Employee Educational Benefit Policy

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## 1. Purpose

The purpose of the Davis Applied Technology College: A Utah College of Applied Technology Campus (College Campus) Employee Educational Benefit policy is to support the advancement of skills and knowledge for College Campus employees, their spouses and their children by granting basic college tuition waivers for programs offered by the College Campus. This benefit policy also includes tuition assistance for employees who attend schooling or training through other qualified institutions. This is a fringe benefit for the College Campus employee and shall not constitute a form of scholarship assistance or student financial aid "in behalf of meritorious or impecunious resident students" within the meaning of Utah Code §53B-8-101(1).

## 2. References

**2.1.** Board of Regents Policy and Procedure R821, Employee Benefits

**2.2.** Board of Regents Policy and Procedure R824, Tuition Remissions Benefits

**2.3.** Utah Code §53B-8-101(1), Waiver of Tuition

## 3. Definitions

**3.1. Tuition.** Resident College Campus tuition only.

**3.2. Campus Fees.** Fees assessed on all regular students regardless of program.

**3.3. Program Fees.** Program specific fees ,lab fees, books, or other additional charges.

**3.4. Full-time, Salaried, Benefits Eligible Employee.** Employee who is employed on a full-time, salaried basis and eligible for College Campus benefits, and is expected to work for more than six consecutive months.

**3.5. Spouse.** An individual legally married to a full-time, salaried, benefits eligible College Campus employee, where there is no legal separation or divorce.

**3.6. Children.** Individuals who are natural or legally adopted children or step-children of a full time, salaried, benefits eligible College Campus employee, whether married or not, regardless of age.

**3.7. Current Part-Time Employees.** Employees of the College Campus who are part-time or hourly in nature, having worked greater than 24 hours within the last 30 days and are not participating in the Federal Work-Study program.

## 4. Policy - Programs/Classes Offered by DATC

**4.1. Eligibility.** Current, full-time, salaried, benefits eligible employees and no more than two (2) of the employee's eligible family members may be enrolled for a College Campus Educational Benefit at any given time. Eligible family members include the spouse and children of a current, full-time, salaried, benefits eligible employee. For regular classes, tuition and campus fees may be waived up to \$2,000 per year per eligible

individual. If an employee chooses to repeat a course they will not receive the waiver when re-taking the course.

**4.1.1.** Current, part-time employees of the College Campus are eligible to enroll for an Employee Educational Benefit for themselves. Family members are not eligible. For regular classes, tuition and campus fees may be waived up to \$1,000 per year. If an employee chooses to repeat a course they will not receive the waiver when re-taking the course. Federal Work-Study students, temporary employees, and substitutes are not eligible for a benefit under this policy. The waiver will only be applied to one course at a time and that course must be completed before a waiver can be applied towards another course.

**4.1.2. Fees.** Any books, equipment, program fees, lab fees, or additional charges will be the responsibility of the College Campus employee.

**4.1.3.** No more than 10% of a program's enrollment may be composed of persons using the College Campus Employee Educational Benefit, based on the program's maximum enrollment and a sufficient number of tuition-paying students must be enrolled for individual courses, classes, or sections to be held under normal decision guidelines.

**4.1.4.** Tuition waivers granted by other institutions with classes on the College Campus, are subject to the individual contract or agreement set forth by each institution.

**4.1.5.** An employee's educational benefits end on the last day of employment with the College Campus. When employment ends, the employee, spouse, or child who is in the process of taking a College Campus course with a tuition waiver under the guidelines of this policy, will be responsible a prorated amount of the course's tuition and campus fees. Any future classes will require payment for the full tuition costs.

**4.1.6.** The total tuition and campus fees waived per individual, per fiscal year, cannot exceed \$2,000, even if both parents of an individual are employed at the College Campus.

**4.1.7.** Tuition waivers are valid only for the current fiscal year. Reapplication will be required at the beginning of each fiscal year.

**4.2.** Courses taken by employees during regular working hours may not interfere with the operation of the employee's department and employee's normal scheduled working hours, and the employee must have the permission of his/her supervisor or department head. When the same course is offered in both day and night sessions, the employee is encouraged to enroll in the night course.

**4.3. Continuing Education and/or Employer and Community Education.** Courses offered through Continuing Education, or the Employer and Community Education Department, may be included under the guidelines of this policy. All tuition waivers for Continuing Education and/or Employer and Community Education courses will be subject to the following qualifications:

**4.3.1.** Up to 75% of the total course cost may be waived, up to \$150 per course for full-time employees, spouses and children, or up to \$75 per course for current part-time employees.

**4.3.2.** A sufficient number of tuition-paying students must be enrolled to run the class under normal decision guidelines.

**4.3.3.** Space must be available in the class without excluding regular tuition-paying students.

**4.3.4.** Waivers for Continuing Education courses will count towards an individual's annual maximum benefit as outlined in paragraph 4.1.6.

**4.4. Applications.** Individuals who want to participate in the educational benefits program must apply and be accepted for admission to the College Campus program, or institution holding classes on the College Campus,

using the regular admission guidelines. It is the responsibility of the individual to ensure that the application forms are completed and approved prior to class attendance.

**4.5. Fraudulent Use.** Fraudulent use claims will be referred to the College Campus Director of Human Resources. Penalties for fraudulent use may range from repayment of tuition to employment termination.

**5. Policy – Educational Assistance Program for Degrees/Certificates/Courses Provided Through Other Institutions**

**5.1. Eligibility.** Employees may qualify for the College Campus Educational Assistance Program for courses provided through other institutions, based on meeting the following requirements and those described below. Current, full-time, salaried, benefits eligible employees may participate; Programs, courses and classes completed must be provided through an approved accredited institution or training facility; Employee/Student must achieve a passing grade of at least a "C" or equivalent for the approved course(s), or "pass" if no letter grades given.

**5.2. Application and Authorization.** Employees seeking reimbursement must submit a "Tuition Assistance Pre-Approval Form" for approval by the Department Director and the President's Council prior to beginning the courses to be reimbursed. This application form will be reviewed and a determination will be made based on the following criteria: outline and describe the educational course(s) or degree seeking program; set a time frame for completion of the course(s) or program; list the anticipated tuition cost for each course or program; confirm that the institution or training facility in which the courses are offered is accredited or meets required standards.

**5.3. Financial Assistance Amount.** Eligible employees may receive up to one-half of the cost of tuition and required fees related to registration. This does not include the cost of lab fees, activity fees, books, or any fees that are not required as part of registration. The maximum amount of financial assistance available is limited to \$500 per course or semester or \$1,000 per fiscal year, and a total of \$2,000 over the duration of employment. The employee will pay all tuition and fees in advance, and then may receive reimbursement following successful completion of the course(s). Reimbursement is only made for the employee's actual out-of-pocket expense, and not when the employee receives scholarships or grants from other sources. The amount reimbursed to the employee is paid separately from payroll, and under current tax law is not subject to payroll taxes.

**5.4. Reimbursement Request.** Upon completion of pre-approved courses, the employee will submit a "Request for Tuition Reimbursement Form". Along with this form, the requester will attach copies of receipts and transcripts or certificates showing that the courses were satisfactorily completed. These documents will be submitted to the Department Director and the Director of Human Resources, who will compare the request with the pre-approval form prior to authorization for payment.

**5.5. Termination.** An employee's Educational Assistance Program benefits end on the last day of employment with the College Campus. Any request for reimbursement which is not submitted, with all required supporting documentation, on or before the last day of employment will not be eligible for reimbursement.

**5.6. Right to Amend or Terminate Program.** The Board reserves the right to amend or terminate the Educational Assistance Program at any time. Any amendment or termination shall not affect the reimbursement of tuition for a class for the semester which an approved employee is already enrolled. In the event the IRS rules and/or reporting requirements regarding Educational Assistance Programs change, the Board reserves the right to terminate this program immediately.