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| Category: | Procedure: | |
| Human Resources | Tuition Assistance | |
| Descriptor Code: | Issued Date: | Revised Date: |
| AP-G-320 | May 2008 | January 2009 |

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2 The procedures and application are broad guidelines developed by Knox County Schools Human
3 Resources Department to assist with implementation and organizational decisions. The procedures detailed
4 therein are an attempt to address how the program guidelines should be applied. It is not possible to
5 address every situation or circumstance under these guidelines; therefore, the administration reserves the
6 right to make decisions regarding this benefit on a case by case basis. Knox County Schools will make
7 every effort to ensure that all employees are treated fairly and equitably. Please contact the Human
8 Resources Department regarding any questions about the Tuition Assistance Program.

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10 **To receive tuition assistance, employees should follow the procedures outlined therein:**
11 • To be considered for tuition assistance, the employee must first submit a **Request for Tuition**
12 **Assistance Application** and provide information about the course(s) for which he/she would like to
13 receive assistance.
14 • The Executive Director of Human Resources and the Human Resources supervisors will review all
15 requests submitted before the established deadline. HR will advise the employee when a decision has
16 been made.
17 • Upon completion of the course(s), the employee must complete a **Request for Tuition**
18 **Reimbursement form**, including appropriate signatures, as well as receipts and evidence of passing
19 grade(s) attached.
20 • The Human Resources Department will then coordinate the reimbursement with the Compensation
21 Department.

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23 **Additional Information**
24 Payment of tuition of course work taken becomes the responsibility of the employee if the employee:
25 • Receives a grade of C, D, F, or I
26 • Drops or withdraws from an approved course after tuition deadline
27 • Terminates employment during the semester
28 • Changes an approved course to an audit.

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30 Knox County Schools will not pay for the employee to retake the course(s).

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32 Course(s) must be taken outside of employee normal work schedule.

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34 Travel or commuting expenses are not covered under this policy.

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36 In the event that payment of the course becomes the responsibility of the employee, payment can be made
37 by personal check. If requirements of this program are not met, a payroll deduction is, by this agreement,
38 authorized to satisfy a tuition debt. It is understood that the debt may be paid through the Payroll
39 Department. If this is not done in a timely manner, specifically within one (1) year, a payroll deduction is
40 herewith authorized to be processed for the amount of indebtedness against the employee's paycheck.

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1 The request for tuition reimbursement is contingent upon the availability of funds and will be approved
2 based on the number of employees applying for assistance. If funds are not available at the time the
3 request is submitted, the indebtedness of the course remains the responsibility of the employee.
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5 Payment for any course will not exceed the amount as set forth in this agreement.
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7 Failure to comply with the tuition assistance program may influence future decisions concerning such
8 tuition reimbursement.
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10 Any questions or comments should be directed to the Human Resources Department.
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