



CHAPTER 2	SECTION NO.
College Personnel – Personnel General	2.13
REFERENCE	Adopted: October 12, 2010
2.13.29 Tuition Reimbursement	Reviewed October 12, 2010; February 14, 2017; February 20, 2018, October 17, 2023
	Revised February 14, 2017; February 20, 2018; October 17, 2023

The Board of Trustees recognizes the importance of life-long learning for College employees and, thus, provides support and recognition of staff who work to enhance their academic credentials and knowledge. The College will reimburse eligible employees for the cost of tuition (not fees) for the successful completion of prior approved coursework or equivalent study at other institutions, not to exceed the Board approved amount for the fiscal year.

This policy will be administered consistent with the College’s collective bargaining agreement obligations when applicable. Any exceptions to the listed tuition reimbursement policy for bargaining unit employees would require written approval by the Board of Trustees and/or the College President. This policy shall apply to all administrators, including the President, unless specific benefits are specified in the President’s employment contract, in which case the contract supersedes.

Administrators, Professional Staff and Grant Funded Professional Staff

- The employee must be employed in a full-time position (100% fte) or part-time (75% fte to 90% fte) benefit eligible position for 12 consecutive months prior to seeking tuition reimbursement. Employees working less than 75% fte are ineligible for tuition reimbursement.
- The employee shall be reimbursed for approved credit course work for a maximum of 9 credit hours per fiscal year at an educational institution other than Kishwaukee College when part of an approved undergraduate or graduate degree program or coursework specifically requested by a supervisor. The program or credit courses must be approved in writing by the appropriate Senior Leadership Team member, the President and the Executive Director of Human Resources. Reimbursement for courses in a graduate program will be based on the current in-state rate for applicable graduate tuition at Northern Illinois University. Reimbursement for undergraduate coursework will be based on the current in-state rate for applicable undergraduate tuition at Northern Illinois University.
- The employee must continue to work for the College for two (2) consecutive years following employment immediately following the tuition reimbursement payout date or the employee must reimburse the College at the following scale: An employee who works for less than (one) 1 year of consecutive employment following the tuition reimbursement payout date must reimburse 100% of the tuition reimbursement received; An employee who works for at least one (1) year of consecutive employment but less than two (2) years of consecutive employment following the tuition reimbursement payout date must reimburse the College 50% of the tuition reimbursement received.

Faculty - KCEA

Shall be reimbursed for approved credit course work at an educational institution other than Kishwaukee College as per the KCEA collective bargaining agreement.

