



## Tuition Assistance, Policy # 213

Effective Date: January 1, 2022

Last Revised: December 14, 2021

### **Purpose**

To establish a policy to provide Tuition Assistance for full-time employees.

### **Policy**

Regular, full time GoTriangle employees are eligible for Tuition Assistance that is advanced for the express purpose of enrolling in course work that benefits the individual and the organization.

### **Procedure**

- Tuition Assistance is available when the course is deemed beneficial to adding to the knowledge base of the employee in a way that enables the employee to better perform the responsibilities of their job.
- A Tuition Assistance Form can be obtained from the Intranet (under Benefits). The form must be filled out properly and contain the necessary information.
- Requests for Tuition Assistance must be submitted at least thirty (30) days in advance of the start date of the course.
- Courses must be given by an accredited community or technical college; a four-year college or university; a trade, vocational, correspondence school; or other institution of higher learning.
- Employees must receive a grade of C or better or a pass if the course has a pass/fail grade structure. Otherwise the repayment requirements will apply.
- Employees who are under any type of disciplinary action are not eligible for Tuition Assistance until they have completed at least one year of satisfactory performance from the date of their previous performance appraisal.
- Tuition Assistance is available up to a maximum of three thousand (\$3,000) dollars per calendar year. The employee must provide related tuition receipts or invoices and a copy of the grade report to Talent Services no later than thirty (30) days after completion of the course.
- To retain the full amount of the Tuition Assistance, employees who have completed coursework must remain employed by GoTriangle for no less than 180 days from the final date of the course. Otherwise the repayment requirements will apply.
- The Tuition Assistance policy does not provide funding for trainings, conferences, continuing education, certification programs, and other similar professional development activities. Funding for such activities may be available through individual departmental budgets, and employees are encouraged to consult with their supervisors to address eligibility and funding questions. If an employee receives departmental funding for a certification program in an amount exceeding \$1000, the employee will be subject to the same repayment requirements applicable to Tuition Assistance which are listed below.



## Tuition Assistance, Policy # 213

- Any employee who has received tuition assistance is required to repay GoTriangle such assistance in the following situations:
  - If the employee fails to provide Talent Services with copies of tuition receipts or invoices and a copy of their grade report within thirty (30) days after completion of the course, then the employee pays back **100%** of the assistance amount; or
  - If the employee does not successfully complete the course with an acceptable grade (“C” or better, or “pass”), then the employee pays back **100%** of the assistance amount; or
  - If the employee separates from GoTriangle within 0 – 90 days after the final date of the course, then the employee pays back **100%** of the assistance amount; or
  - If the employee separates from GoTriangle within 91 – 180 days after the final date of the course, then the employee pays back **50%** of the assistance amount.