



## **Education Assistance Program Policy**

- (1) **Eligibility.** Employees may qualify for the Educational Assistance Program for courses provided through other institutions, based on meeting the requirements described below. The educational assistance program is not an employee benefit, right or entitlement; it is a program purely for the benefit of Dixie Tech, and no reimbursement is available unless the Executive (President or Vice President) the employee reports to determines that the education provides a direct, necessary and substantial benefit to Dixie Tech's operations. The employee pays the cost of the course and is reimbursed by Dixie Tech as set forth herein. The employee may be required to repay Dixie Tech if their employment is terminated.
- (2) **Participation.** Current Salaried Employees may participate. Programs, courses and classes completed must be provided through an approved accredited institution or training facility. The employee must achieve a passing grade of at least a "C" or equivalent for the approved course(s), or "pass" if no letter grades are given.
- (3) **Reimbursement for Tuition Only.** Dixie Tech will not reimburse the employee for travel, fees, books or other charges. The program is limited to reimbursement for the employee's actual out-of-pocket tuition expense, and not for tuition for which the employee receives scholarships or grants from other sources.
- (4) **Tuition Assistance Form.** Employees seeking reimbursement must submit a "Tuition Assistance Form" to the Executive they report to, and include the courses or classes the employee is taking, the cost of the courses, other financial aid and scholarships the employee is receiving that will be applied to the tuition, and the amount the employee is seeking to be reimbursed. A separate form should be submitted for each time period when a separate tuition payment is due (for example, each semester), and the form should be approved by the Executive the report to prior to the beginning of the course.
- (5) **Approval.** The Tuition Assistance Form shall be reviewed by the Executive the employee reports to. The Executive shall only approve the form if he or she determines that (1) the education will provide a direct, necessary and substantial benefit to Dixie Tech's operations and (2) there are sufficient budgeted funds to make the reimbursement. If the form is approved, the Executive shall indicate the amount of tuition Dixie Tech will reimburse the employee for the course(s), and the employee will be provided a copy of the signed document. The Executive may

- provide that Dixie Tech will reimburse the employee for less than 100% of the employee's out-of-pocket tuition costs, or the Executive may reject the application. If the form is not executed by the Executive, no reimbursement shall be provided.
- (6) Reimbursement. Before receiving reimbursement, the employee must deliver a copy of the signed Tuition Assistance Form and copies of receipts and transcripts or certificates showing that the courses were paid for by the employee and satisfactorily completed with the requisite grades to the Human Resource office. The Human Resource office shall place a copy of the documents in the employee's file and arrange reimbursement for the employee. Upon written consent of the College President, reimbursement prior to completion of the course may be made upon showing proof of payment, but no further reimbursements may be paid for that employee until copies of transcripts or certificates showing satisfactory completion are provided.
  - (7) Yearly Maximum. Unless written authorization is given by the College President, the maximum amount of tuition assistance per employee is \$5,250 per calendar year.
  - (8) Termination of Employment. An employee's Educational Assistance Program benefits end on the employee's last day of employment with Dixie Tech. Any request for reimbursement which is submitted after the last day of employment will not be eligible for reimbursement. As part of the Tuition Assistance Form, the employee shall promise to pay Dixie Tech for the full amount of the reimbursement in the event the student is no longer employed at Dixie Tech within 18 months of when the reimbursement is made. Payment shall be made from the employee's final check, and any amount which was not deducted from the employee's final check shall be paid in 24 equal monthly installments, with the first payment being made on the first day of the month following the employee's separation from employment, and continuing on the first day of every month thereafter for 24 months. No interest is due on the obligation but the employee shall be required to pay any costs of collection, including attorney's fees and costs, incurred by Dixie Tech in collecting the debt.
  - (9) Amendment or Termination of Program. Dixie Tech 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 which an approved employee is already enrolled. In the event the IRS statutes, rules and/or reporting requirements regarding Educational Assistance Programs change, Dixie Tech reserves the right to terminate this program immediately.

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