

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

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| <b>TITLE:</b> Tuition Reimbursement Non-TCC Courses   | <b>NUMBER:</b> 04-14  |
| <b>AUTHORITY:</b><br>Florida Statute: 1001.64, 1001.65<br>Florida Administrative Code: 6A-14.0261 | <b>SEE ALSO:</b> <ul style="list-style-type: none"> <li>• <a href="#">Administrative Procedure 04-14AP: Tuition Reimbursement Non-TCC Courses</a></li> <li>• <a href="#">Board Policy 05-13: Enrollment in College Courses</a></li> </ul> |
| <b>DATE ADOPTED:</b> 12/01/97; Revised 08/15/00, 01/22/01, 11/22/10                               |   |

Employees in established positions who have completed their initial probationary period and are in good standing with the College are eligible for tuition reimbursement for college-level courses taken at institutions other than the College. Tuition reimbursement shall be contingent upon the availability of funds, prior approval of the course(s) taken, proof of satisfactory completion of the course, and evidence of payment of fees by the employee.

Tuition reimbursement for contract/grant employees is contingent on grant funding and approval of the contract/grant project director.

Contingent upon the availability of funds, employees in established positions may be reimbursed for college or university tuition costs, not to exceed six credit hours per term. Such reimbursement shall be prorated based on the full-time equivalent (FTE) of the position. The College shall not reimburse an employee for application fees, lab fees, books, or supplies.

Employees who are enrolled in classes at a university or at a different site must use annual leave if they attend classes during their usual work hours unless an alternate work schedule has been approved by the supervisor.