

BURRELL COLLEGE
of
HEALTH SCIENCES
POLICY MANUAL

SECTION: Faculty & Staff
TOPIC: Tuition Reimbursement
Approved: Signature on File

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Page 1 of 1

POLICY

Burrell College of Health Sciences provides Tuition Reimbursement to benefit eligible full-time Staff Members to enhance their occupational proficiencies and provide opportunities for professional development that directly benefit the College's mission.

RESPONSIBLE OFFICIAL(S):

Dean, Office of Human Resources

PROCEDURE:

1. The College supports related professional certification and related graduate degree programs that are relevant to the duties the employee performs as a College employee. The certification or graduate program must enhance the employee's current job performance but not be a requirement to bring the employee to the minimum requirements of the position. The maximum reimbursement per fiscal year is \$5,000.00, not to exceed a lifetime total of \$10,000.00 per employee. The College reserves the right to allocate a set amount of funds available each fiscal year for tuition reimbursement. Each recipient is evaluated on a case by case basis.
2. This policy applies to all eligible full-time Staff Members of the College, who have been employed by the company for at least one year in an ongoing regular position and who are on the payroll at the time the course(s) are completed. In addition, employees must be actively employed with the College at the time of reimbursement to be eligible for reimbursement. Full-time Staff are eligible for tuition reimbursement if they are not on probation or on a performance improvement plan. Employees on leave will be eligible to receive reimbursement for courses started prior to the commencement of their leave. Reimbursement will be processed upon employee's return to active employment status.
3. This policy does not apply to independent contractors or employees working less than 40 hours per week. Faculty who meet the requirements for eligibility may be considered for reimbursement on a case by case basis.
4. See Tuition Reimbursement standard operating procedure for specific information and application process.

CROSS REFERENCES: