

Citizens, Inc.

Tuition Incentive Program Policy/Procedure

Citizens will reimburse an employee for a maximum of six credits per semester up to the SUNY/CUNY rate. Reimbursable semesters are defined as follows: 6 credits for the fall semester, 6 credits for spring semester, 6 credits total for summer (this includes 6 credits for all summer sessions combined). Shortened winter sessions are not eligible for reimbursement.

Participant Requirements:

1. Employee must be employed with the agency a minimum of six months prior to the semester's deadline for application submission and must be employed in a full time/active capacity.
2. Employee must have completed orientation & all training requirements

For each upcoming semester, the Training and Professional Development Department will send the Tuition Incentive Application and Policy Acknowledgement form to the Program Personnel Coordinators and all Outlook and Ulti Pro email addresses on the first of the month that the application is due. At this time, the Training and Professional Development department will also post the current application and policy acknowledgment form on the Café under the Workforce Development link.

All sections of the application must be completed in order for the application to be considered. The employee is responsible for adhering to the deadline dates for application submission which are as follows:

- A. Fall semester – July 31st
- B. Spring semester – November 30th
- C. Summer semester – May 31st

All applications are to be submitted to the attention of Laura Franzen or Jason Persan via email, fax, interoffice mail or in person.

Once the applications are received they will be reviewed for the following by the Training and Professional Development Department and data will be tracked in an Excel spreadsheet:

1. The application is completed in its entirety and the policy acknowledgement form is signed.
2. Intended degree and relevance to the agency
3. Confirmation through Ulti Pro of the employee's status inclusive of length of employment, full/part time, active or inactive

If the application meets the program requirements, it will then be sent to the program director. The tuition incentive application must be approved by the Program Director who will consider if the coursework is job related or leads to a degree, certification or to the acquisition of a new skill which would directly benefit the agency. Once returned, the date of approval will be recorded in Excel.

An approval notification will be emailed to the employee by the Training and Professional Development Department to the email address provided on the application by the 15th of the month following the semester deadline for application submission.

Any applicant that does not meet the program requirements will receive notification of such with an explanation as to why the application has been denied by the 15th of the month following the semester deadline for application submission.

No employee is approved for the program until they receive the notification from the Training and Professional Development department.

All grades, required coursework documentation and bills must be submitted no later than two months after the attended semester; failure to meet this deadline will result in forfeit of

reimbursement. Approved applicants will be required to submit documentation of a minimum grade of "C" or "P" as well as a **final** billing statement indicating the tuition, a breakdown of all fees, loans, grants, etc. and the amount paid.

The documentation will be reviewed and reimbursement will be processed by the Training and Professional Development Department. The completed tuition packet and check request will then be signed by the Assistant Director of Training and Professional Development and sent to the Executive Office for review and final authorization. Once complete, the Executive Office will then forward all documentation to the accounting department who will then process the payment for the employee.

In view of the agency's extra investment in the employee, an individual who participates in the tuition incentive program is expected to remain in the agency's employ for a period of at least one year following the completion of any tuition incentive sponsored coursework. Employment within this timeframe must continue in a full time capacity. Failure to adhere to this policy will subject the employee to repayment of all tuition incentive benefits awarded.

Please note: An employee may attend a non SUNY school but will only be reimbursed for the actual cost per credit up to a SUNY rate. The rate will be determined by the agency.

ACKNOWLEDGEMENT OF POLICY RECEIPT: _____