

## **Tuition Reimbursement for AFT Faculty and Staff**

### **Policy**

In accordance with Article XXVIII of the AFT contract, employees enrolled in a terminal degree program at any accredited institution related to their areas of teaching or work, or enrolled for graduate study necessary to increase such employees' expertise in his or her area of teaching or work as approved by the Provost of the College, may receive tuition reimbursement at a rate of \$175 per credit or the actual tuition, whichever is less, during the term of the agreement.

Tuition reimbursement shall not exceed twelve (12) credits per fiscal year or a total of forty-five (45) credits during the employee's years of employment at any State College.

The College will cooperate in arranging employees' schedules to allow them to take advantage of the benefits of this program.

### **Procedure**

1. In order to be considered for tuition reimbursement, prior to enrollment in a course of study, the employee must complete the Req

## **Priority Status**

In the event that funds are not sufficient to meet all requests that would otherwise be approved, priority shall be given to:

1. Those employees who are enrolled in a terminal or graduate degree program for which the employee previously received tuition reimbursement.
2. Those employees embarking upon an approved terminal or graduate degree program.
3. All other circumstances.