Purpose

The purpose of this procedure is to explain the process for the graduate/undergraduate course and continuing education and training reimbursement program at Florida State College at Jacksonville (FSCJ/College). Reimbursement under this procedure shall be limited to up to $4,250 per fiscal year for undergraduate courses and continuing education, and up to $5,250 per fiscal year for graduate courses.

Procedure

A. Procedure for Graduate/Undergraduate Courses

1. Employees participating in a graduate/undergraduate program shall be required to attend an institution of higher education located withing the United States or its territories that holds accreditation from a U.S. institutional accrediting agency to include programmatic accreditation where appropriate. Coursework completed at institutions located outside the United States or its territories shall not be eligible for tuition reimbursement.

2. Only regular full-time and regular part-time non-instructional employees shall be eligible to participate in the graduate/undergraduate reimbursement program. Temporary positions are not eligible to participate. Regular part-time non-instructional employees shall be eligible only after completing one (1) year of continuous employment with the College. Reimbursement for regular part-time non-instructional employees shall be limited to coursework approved by the supervising administrator and determined to be necessary for, or directly supportive of, the employee's assigned job responsibilities.

3. Application Requirements for Graduate/Undergraduate Courses:

    a. To ensure the availability of funds, the employee must submit the completed graduate/undergraduate course application (one for each course) in myFSCJ at least two (2) weeks prior to the start of the course.
    b. Applications will be evaluated based on the extent to which the coursework supports the employee's current position, career progression within the College, departmental needs, or the College's strategic objectives. Coursework primarily intended to prepare an employee for employment opportunities outside the College shall not be eligible for reimbursement.

4. Reimbursement Procedures for Graduate/Undergraduate Courses

    a. Eligible employees shall be reimbursed in an amount not to exceed $4,250 per fiscal year for undergraduate courses/$5,250 per fiscal year for graduate courses. Only tuition charges are eligible for reimbursement. Mandatory fees, technology fees, online learning fees, student services fees, books, supplies, parking fees, insurance fees and similar charges are not eligible for reimbursement. Employees are not eligible for travel reimbursement under this procedure.

b. Reimbursement of dissertation hours shall be limited to the lower limit of dissertation hours recommended or required by the university program and shall not extend beyond a period of five (5) years. The five-year period for reimbursement shall begin on the date of the first application for approval of the dissertation hours.
c. An expense report is required by the employee for all tuition reimbursement requests. Attached to the expense report must be the following: upon completion of the course a copy of the itemized receipt for tuition payment and a copy of the grade report or a transcript from the university indicating a grade of "C-" or better on all undergraduate level courses or a grade of "B-" or better for all graduate level courses. For courses in a planned program of study at an institution eligible for reimbursement under this procedure that does not award a letter grade, the institution's designation of satisfactory completion, as noted on the transcript, will be accepted. The employee shall submit the expense report for approval and processing.

B. Procedures for Continuing Education and Training

1. The College may reimburse costs associated with obtaining, maintaining, renewing, or reinstating a professional license, certification, or credential that the College determines is necessary for the performance of an employee's current job duties. Eligible expenses may include required continuing professional education (CPE), continuing education units (CEUs), examination fees, renewal fees and approved examination preparation courses necessary to obtain or maintain the credential.

    a. Requests for reimbursement must include documentation demonstrating that the license, certification or credential is necessary for the employee's current job duties. Acceptable documentation may include applicable laws or regulations, accreditation requirements, professional standards, position requirements, departmental requirements or other documentation deemed acceptable by the College. The College reserves the right to determine whether the submitted documentation sufficiently supports the reimbursement request.
    b. Licenses, certifications and related educational activities that are optional, preferred, recommended or otherwise not necessary for the performance of the employee's current job duties are not eligible for reimbursement under this APM.

2. Application Requirements for Continuing Education and Training

    a. A continuing education and training application (one for each course) shall be completed by the employee, approved by the position supervisor and submitted into myFSCJ at least two (2) weeks prior to the employee accepting any continuing education training.

3. Reimbursement Procedures for Continuing Education and Training

    a. An expense report is required by the employee for all tuition reimbursement requests. Upon completion, written notification indicating successful completion from the training course

provider and a copy of the fee schedule/receipt is required for all continuing education programs. The employee shall submit the expense report for approval and processing.

b. Travel shall be reimbursed if the continuing education training is in conjunction with an approved travel authorization.

REFERENCES: F.S. 1001.64, 1001.65

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