

NEW MEXICO SCHOOL FOR THE BLIND & VISUALLY IMPAIRED	SUBJECT: Education Tuition Assistance NO. 465
Effective Date: 17 April 2003	Revised: 2/6/04; 9/6/12
Distribution: All Staff	Kind: Board Policy

PURPOSE

This policy establishes guidelines for tuition reimbursement of approved post high school courses taken by full-time employees who want to expand their knowledge and skills in work-related areas of their employment at the New Mexico School for the Blind & Visually Impaired (NMSBVI).

POLICY

NMSBVI encourages employees to pursue courses of education. It shall be the policy of NMSBVI to reimburse full-time eligible employees for approved educational expenses incurred to continue their work-related training.

CREDIT AND NON-CREDIT COURSES

- 1.1 Courses taken at a nationally accredited college or university toward earning an undergraduate degree may be reimbursed provided the following criteria are met:
 - a. Full-time employees must be employed with the NMSBVI for a minimum of six (6) months before becoming eligible.
 - b. The amount of educational training funds reimbursed by NMSBVI shall **be a maximum of \$1,500 per fiscal year; and \$7,500 maximum per employee.**
 - c. The courses and degree program must be related to the NMSBVI's present or anticipated future needs. The employee's supervisor must determine that the courses are job related, that it directly relates to work performed by the employee, part of the employee's job description and is of benefit to the NMSBVI before approval will be granted.
- 1.2 Courses and/or seminars taken as part of an approved certification program may be reimbursed provided the following criteria are met:
 - a. Full-time employees must be employed with the NMSBVI for a minimum of six (6) months before becoming eligible.
 - b. Program curricula must provide for certification in a professional or technical discipline.
 - c. The certification program must be conducted by a firm professionally recognized in the industry discipline being taught.
 - d. The courses and certification must be related to NMSBVI's present or anticipated future needs.
 - e. The amount of educational training funds reimbursed by the NMSBVI shall not exceed **\$1,500 per fiscal year** for education assistance and **\$7,500 maximum per employee.**

- 2.1 Approved reimbursement for courses taken at a nationally accredited college or university or as part of an approved certification program shall be reimbursed only under the following conditions:
- a. Completion and submission of the Tuition Reimbursement Form.
 - b. Submission of proper receipts showing that the tuition has been paid by the employee.
 - c. Successful completion as evidence by:
 - (1) A grade of "C" or better or equivalent for undergraduate courses at a college or university.
 - (2) A certificate issued to the employee attesting to the successful completion of the program curricula, or a copy of the test results, if required for certification, indicating a passing grade.
 - d. This program provides for reimbursement of tuition fees only. All other expenses are not reimbursable, including but not limited to such expenses as registration, books, transportation, lodging, parking, school or course supplies, typing fees, graduation fees, equipment or computer costs and any other incidental expenses.
 - e. NMSBVI will not make reimbursement for courses completed after termination of employment.
- 3.1 Employee's receiving other financial assistance (grants, fellowships, veterans' benefits, scholarship, etc) are eligible for tuition reimbursement. NMSBVI may supplement amounts in excess of the financial assistance up to the cost of the course but not to exceed the limits established in sections A and B above.
- 4.1 Approval of a request for participation in a course or program of instruction in no way commits or obligates NMSBVI to grant time off or approve leave for attending or completing such courses or program of instruction, nor does it guarantee a promotion, salary increase or any other opportunity once the course of study is completed (except those areas as stated on NMSBVI Salary Schedule).
- 5.1 An employee shall not be permitted to attend courses or a program of instruction, including travel to and from the program or course location, during the employee's assigned work hours; unless, with the prior approval of the Department Head and the employee's supervisor, work schedules can be temporarily adjusted or covered by approved paid time off leave, or leave without pay.
- 6.1 The tuition reimbursement program cannot be used to acquire a second undergraduate degree. However, individual course(s) that have been determined to be directly related to the essential functions of a position and beneficial to the employer may be considered under this program.

NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

APPLICATION FOR REIMBURSEMENT OF TUITION COSTS

(Must be PRE-APPROVED)

Name _____ Date _____

Department _____ Position _____ Semester _____

- Non-certified, full-time employee must be employed with NMSBVI for a minimum of six (6) month before becoming eligible.
- NMSBVI will reimburse a maximum of \$1,500 per fiscal year; and \$7,500 maximum per employee for courses having prior approval. Human Resources will determine that the courses are job related, that it directly relates to work performed by the employee, part of the employee's job description and is of benefit to NMSBVI before approval will be granted.
- A minimum grade of "C" or better must be obtained.
- See NMSBVI Policy No. 465-Education Tuition Assistance for additional details.

Check one of the following:

- ☐ Courses taken will be at a nationally accredited college or university toward earning an undergraduate degree
- ☐ Check here if course work will be done on-line
- ☐ Courses and/or seminars taken are part of an approved certification program

Courses taken will be: ☐ before reporting to work ☐ after scheduled work hour ☐ Weekends

Name of School Attending _____

SUBMIT THE FOLLOWING TO HUMAN RESOURCES:

- A receipt, which shows Employee's Name, School, Course Number and Tuition Amount.
- Degree Plan Attached ☐ Yes ☐ No
- Course description.
- Grade(s) when received.

Course Title	Course No.	Hours/ Units	Dates		Class Time(s)/Days
			Start	End	

COSTS: _____ Per credit hour X _____ Units _____ Total _____

I recognize that by participating in the tuition reimbursement program, I am incurring a financial burden for which I am personally responsible. I fully understand that I am obligated to repay the costs of all my training to NMSBVI if I fail to submit the proper receipts and or paper work or; receive a "C" or better for any course taken or; receive a certificate attesting the successful completion of an approved certification program or; complete any course submitted for tuition reimbursement. I also have read NMSBVI Policy 465 and have been afforded the opportunity to ask questions about the program and the financial obligations it involves for me.

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

Courses job related ☐ Yes ☐ No ☐ Approved ☐ Disapproved

HR Signature _____ Date _____ Superintendent _____ Date _____

☐ Receipt(s) submitted ☐ Grade Received Human Resources Signature _____ Date _____

Payroll: Check Issued Date: _____ Check No. _____ Check Amt. _____