

423 CVA STAFF TUITION REIMBURSEMENT

I. PURPOSE

Successful organizations recognize the importance of enabling employees to reach their personal goals while also creating a pool of qualified staff. This policy provides eligibility requirements and procedures for staff to earn tuition reimbursement.

II. ELIGIBILITY

To be eligible for tuition reimbursement, the applicant must be a full-time employee of Cyber Village Academy for at least two (2) school years prior to issuing the reimbursement. Employees receiving tuition reimbursement will continue serving the school community for one (1) year following completion of the program or course, if not the applicant must repay the cost of the course.

Tuition reimbursement eligibility will also be determined at the discretion of the director based on current need. High needs areas or licensures that are currently unfilled will have priority over areas of lower need. If tuition reimbursement is denied by the director, the applicant may appeal at an upcoming board of directors meeting.

III. REIMBURSEMENT REQUIREMENTS

- A. Employees who want to take advantage of this program must make a formal request for educational assistance by completing applicable paperwork provided by the Human Resources Department. This must be done before starting any coursework for which the employee wants to be reimbursed.
- B. The school director must authorize in writing any reimbursement, and reimbursement is only permitted for the approved course/degree/program/etc.
- C. Reimbursement is contingent upon the successful completion of the approved course.
- D. Employee must complete any approved coursework on their own time and not while they are supposed to be performing essential work duties during regularly scheduled business hours.

IV. APPROVED DEGREE PROGRAM AND COURSEWORK

- A. Approved degree programs and coursework are defined as: Certificate, Associates, Bachelors and Masters degree programs that are business or job related.
- B. Approved degree and coursework are needed or high-demand areas at Cyber Village.

- C. The Cyber Village Academy Director reserves the exclusive right to decide whether a degree program, or course, is business or job related and whether it is a high need/demand area at CVA.
- D.

V. **REIMBURSEMENT AMOUNT**

- A. Cyber Village will provide reimbursement for tuition, including required course fees, for all passing grades up to (\$300) per year for undergraduate studies and (\$600) per year for graduate and post-graduate studies.
- B. The company will reimburse the employee directly and will NOT render payment to the college/university.
- C. Employee must earn a passing grade of “A,” “B,” or “C” for undergraduate classes, and at least a “B” for graduate classes. If the course is a “Pass/Fail,” a “Pass” is acceptable.
- D. CVA will not provide any reimbursement if an employee withdraws from an approved course or if the approved course is canceled. Furthermore, the employee must promptly inform the appropriate manager/supervisor/department head and Human Resources if they withdraw from an approved course or if the course is canceled.
- E. If the employee receives an incomplete in a course, the employee will not receive reimbursement until they show completion of the course.