

# Century Community and Technical College

## 4.15.0.2.1 Staff Tuition Assistance Policy

### Purpose

Century College encourages staff to take advantage of educational opportunities that will support their career development and enhance their job performance. Century’s Tuition Assistance Policy is designed to assist staff with tuition expenses incurred while pursuing continuing education. This policy does not apply to faculty. Tuition Assistance for faculty is governed by the MSCF collective bargaining agreement.

### Staff Eligibility

Staff must be unlimited, non-probationary and maintain an insurance eligible status. Approval will be subject to, among other factors, demonstrated potential for growth within the organization as reflected through the performance appraisal process and the availability of funds. The degree sought must be related to, and within the scope of, the employee’s current or potential employment at Century. To receive tuition assistance, an employee must meet the eligibility criteria throughout the educational course and at the time of reimbursement submission. To receive tuition assistance payment, the employee must be an active employee at the time of reimbursement.

To qualify for tuition assistance, courses must be taken for college credit from a Minnesota State College or University (unless noted below), which may include distance learning programs and correspondence classes. Courses not taken for college credit (e.g., continuing education classes, seminars, conferences, childbirth classes) do not qualify for tuition assistance but may be reimbursable through other development fund programs.

### Guidelines and Conditions

Degree	Administrator	MMA	MAPE/ Commissioner’s Plan	AFSCME/ Commissioner’s Plan
<b>Two-Year</b>	MnSCU Tuition Waiver	Use MnSCU Tuition Waiver if eligible or Up to 50% of tuition rate – 16 credits/year max (at a MnSCU Institution)	Use MnSCU Tuition Waiver if eligible or Up to 50% of tuition rate – 16 credits/year max (at a MnSCU Institution)	Use MnSCU Tuition Waiver if eligible or Up to 50% of tuition rate – 16 credits/year max (at a MnSCU Institution)
<b>Four-year</b>	MnSCU Tuition Waiver	Up to 50% of tuition rate – 16 credits/year max (at a MnSCU Institution)	Up to 50% of tuition rate – 16 credits/year max (at a MnSCU Institution)	Up to 50% of tuition rate – 16 credits/year max (at a MnSCU Institution)
<b>Master’s*</b>	MnSCU Tuition Waiver	Up to 50% of tuition rate – 16 credits/year max (at a MnSCU Institution)	Up to 50% of tuition rate – 16 credits/year max (at a MnSCU Institution)	Up to 50% of tuition rate – 16 credits/year max (at a MnSCU Institution)
<b>Doctorate</b>	Up to \$4,200/yr \$21,000 Max	Up to \$4,200/yr \$21,000 Max	N/A	N/A

**Each fiscal year a centralized pool of tuition assistance funds will be identified within the College's operating budget. The size of the fund will be determined by the Executive Cabinet, based in the availability of discretionary funds for that fiscal year. Tuition assistance funds will be awarded on a first-come, first-served basis, with approximately half of the funds awarded in the fall and the other half in the spring.**

Reimbursement for individual course tuition costs is contingent upon course completion and earning a grade of "C" (2.0) or better and maintaining a cumulative GPA of 2.0 or better ("C"). Reimbursement applies to tuition only, fees and books are not applicable. When practicable, the Appointing Authority will attempt to adjust the employee's hours if the approved course is scheduled during the employee's normal work hours.

An employee of Minnesota State Colleges & Universities taking undergraduate level courses via tuition waiver, is not subject to taxation on any benefits received (i.e., there is not a dollar limitation for tax purposes under Internal Revenue Code Section 117). However, if an employee receives tuition reimbursement (not tuition waiver) for undergraduate level courses, they will be subject to taxation on tuition in excess of \$5,250 in a calendar year. They will also be subject to taxation on graduate level tuition waiver and/or reimbursements received in excess of \$5,250 in a calendar year.

\*Tuition assistance is granted for a Master's degree offered by a MnSCU institution unless the specific major is not available. Tuition assistance for non-MnSCU institutions will be based on Metropolitan State University's tuition rate. Alternative non-MnSCU institutions may be approved by exception by the Executive Cabinet.

**References:**

Century's Employee Development Policy 4.15.0.2  
Department of Employee Relations, Administrative Procedure 21  
Minnesota Association of Professional Employees, Article 6, Section 6, Employee Rights  
Middle Management Association, Article 22, Section 3, Supervisor Rights  
Commissioner's Plan, Chapter 8 Employee Development and Career Advancement

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