

Policy IV.4000.P, Tuition Reimbursement and Spouse/Dependent Tuition Discount

Purpose

The purpose of this policy is to define the Tuition Reimbursement and Spouse/Dependent Tuition Discount process at the College.

Policy

Full-time employees may request reimbursement for classes taken at San Jacinto College. Tuition, books, and fees may be reimbursed up to \$1,800 per fiscal year per employee. Reimbursement is subject to the availability of funds. The College will also offer a tuition percentage discount for an eligible spouse and dependents.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

Procedure IV.4000.P.a, Tuition Reimbursement and Spouse/Dependent Tuition Discount

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| Date of Board Approval | This policy became effective as of April 10, 2023, under the Chancellor's authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change followed the standard policy review process at the next regularly scheduled meetings of the Board with first reading on May 1, 2023, and approval on June 5, 2023. |
| Effective Date | This policy became effective as of April 10, 2023, under the Chancellor's authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change followed the standard policy review process at the next regularly scheduled meetings of the Board with first reading on May 1, 2023, and approval on June 5, 2023. |
| Primary Owner | Vice Chancellor, Human Resources, Organizational and Talent Effectiveness |
| Secondary Owner | Vice President, Human Resources |
