

College Procedure:	402.14 - Tuition Benefits (Kirkwood Courses)
Policy Reference:	402 - Employee Benefits and Compensation
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources
Effective Date:	2/25/2013

Version Number: 3
Legal Counsel Reviewed (yes/no): No
Legal Reference(s):
Scope: College-wide

Reason for Procedure

This procedure defines the benefits provided to full-time employees and qualified retirees taking Kirkwood credit and continuing education courses.

The Procedure

Full-time employees and qualified retirees may enroll for credit and/or continuing education courses offered by the College in accordance with the following guidelines.

Credit Courses

- Tuition is paid for up to 6 credit hours per semester.
- This benefit does not include travel programs.
- Benefit covers tuition only. Any books and/or associated fees are the responsibility of the employee.
- No travel time will be paid to or from classes.
- Employees can audit a course (no grade) with instructor approval.

Continuing Education Courses

- Employees will be allowed a total of \$250 for classes per Continuing Education session. This benefit amount cannot be carried over into other sessions. The employee is responsible for any cost above the \$250 per session limit.
- This benefit does not include travel programs.
- Benefit covers tuition only. Any books and/or associated fees are the responsibility of the employee.
- Travel time to and from classes is not paid.

References

Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

Revision Log

Version	Date Approved	Approver	Brief Description of Change
1	2/25/2013	Jim Choate, Vice President, Finance	
2		Mick Starcevich, President	New template 5/10/2017
3		Cabinet	Procedure template 6/11/2019