TUITION ASSISTANCE FOR FACULTY/STAFF

POLICY

1. To further develop staff skills, Sherman College offers the following schedule of assistance for faculty and staff enrolled in college courses to advance their education.

   The college may pay up to the following amounts:

Employment Level	Years of Service	Tuition Reimbursement
I	3	75%
	5	100%
II	3	50%
	5	75%
	7	100%
III	3	50%
	5	75%
	7	100%

2. Any courses qualifying for this policy must be approved in advance by the employee's supervisor and the president. Any courses taken without prior approval will not qualify for reimbursement. Approval may be denied based on budget considerations.

3. The classes must be directly related to the employee's job as determined by the president.

4. The employee must complete undergraduate-level courses with a final grade of C or better. A final grade of B or better is required for graduate-level courses.

5. The employee must remain employed at the college for 60 months after the completion of such courses.

   (a) Employee will reimburse the college **100 percent** of the amounts paid by the college related to the program if he/she voluntarily resigns or is terminated for good cause between the date of this agreement and 12 months after the completion of the program. Employee will also reimburse the college **100 percent** of the amounts paid by the college related to the program if he/she does not successfully complete the program.

(b) Employee will reimburse the college **75 percent** of the amounts paid by the college related to the Program if employee voluntarily resigns or is terminated for good cause within the period between 12 and 24 months after the completion of the program.

(c) Employee will reimburse the college **50 percent** of the amounts paid by the college related to the program if he/she voluntarily resigns or is terminated for good cause within the period between 24 and 36 months after the completion of the program.

(d) Employee will reimburse the college **25 percent** of the amounts paid by the college related to the program if he/she voluntarily resigns or is terminated for good cause within the period between 36 and 48 months after the completion of the program.

(e) Employee will reimburse the college **10 percent** of the amounts paid by the college related to the program if employee voluntarily resigns or is terminated for good cause within the period between 48 and 60 months after the completion of the program.

(f) If employee remains employed for 60 months following the completion of the program, he/she shall not be obligated to repay the college any amounts related to the program.