ASSOCIATED STUDENTS INC.

California State University

CHANNEL ISLANDS

DSA Area Name: ASI

Effective Date: January 1, 2014
Procedure Number: 1

Procedure on Educational Fee Reimbursement Program

Intent: The Educational Fee Reimbursement Program is designed to promote professional growth, development, and effectiveness of full-time ASI employees and thus encourage staff retention.

Background: Currently, CSU employees receive Fee Waiver Program benefit and other CSU auxiliaries have implemented similar educational benefit programs. ASI at CI would like to initiate a similar program for its full-time professional staff. State Employee Fee Waiver Program: http://www.csuci.edu/hr/feewaiver.htm

Accountability: The ASI Executive Director will be responsible for overseeing this program.

Applicability: The ASI Educational Fee Reimbursement Program will be extended to all full-time ASI professional staff for a maximum of six units each term and a total of twelve units per academic year.

Definition(s):
None

Attachment(s):
1. ASI Educational Fee Application Form
2. ASI Educational Fee Reimbursement Form

Program:
1. Following one year of continuous employment and subject to approval of the ASI Executive Director for analysis of operational needs and availability of funds, full-time ASI professional staff may request educational fees reimbursement for approved courses taken for the purpose of enhancing their job knowledge and/or completing a degree or certificate program, and/or for educational enrichment.

2. All requests for educational fee reimbursement must be made in writing, and approved by the ASI Executive Director/designee. ASI is not responsible for expenses incurred by employees who enroll in courses prior to receiving written approval.

3. Courses may be taken at any higher education institution (community college; public or private; bachelor, master or doctoral granting institution) as approved by the ASI Executive Director/designee.

4. Employees are eligible to receive per semester, educational fee reimbursement for all mandatory registration fees up to the equivalent cost of six (6) units at the California State University Channel Islands rate. If employees

are earning undergraduate credits, they will receive up to the CI undergraduate fee rate; if employees are earning graduate credits, they will receive up to the CI graduate fee rate. Application, lab, and late fees must be paid by the employee and are not eligible for reimbursement. Reimbursement is not provided for nonresident and foreign student fees.

5. Fees reimbursed through this program may be considered taxable income under the law and as such employees are responsible for paying the appropriate income tax.

6. Reimbursement is not provided for courses taken in which "C" grade or better for undergraduate and "B" or better for graduate work was not achieved.

7. Courses must be taken during non-work hours. Should a course be offered exclusively during an employee's regular work time, the employee may, upon approval of his/her supervisor, take time off without pay in order to attend the course. Time off taken may be made up with approval of an employee's supervisor.

8. Individuals leaving the employment of ASI prior to completion of coursework lose their fee reimbursement benefit.

9. "Incomplete" grades will be reimbursed only upon the change of the 'incomplete' to satisfactory grade.

Procedure:
1. Employees may request to participate in the program by completing the ASI Educational Fee Application Form and obtaining appropriate approvals (see attached).

2. Requests for educational fee reimbursement must be made in writing by completing the ASI Educational Fee Reimbursement Form (see attached) within thirty days of completing a course.

3. Following receipt of required paperwork, a check will be issued to the employee.

Genevieve Evans Taylor, Ed.D.		5.1.14
Author's name	Author's signature	Date

Approved:

Genevieve Evans Taylor, Ed.D.		5.1.14
ASI Executive Director name	ASI Executive Director signature	Date
Wm. Gregory Sawyer		5/5/14
Vice President for Student Affairs name	VPSA's signature	Date