



Advocating Effectively for Professional Development

—Webinar Follow Up: Requested Information on Tuition Reimbursement Policy

From Kentucky Adult Education Professional Development Policy¹:

Based upon availability of funds, KYAE will reimburse up to \$1,000 per semester per full-time staff member for college tuition only in programs and courses that prepare them for instruction or administration in adult education related to the staff person's job assignment. For an undergraduate course, the staff member must earn a letter grade of C or better. For a graduate course, the staff member must earn a letter grade of B or better.

- KYAE college tuition reimbursement is available for staff not eligible for employer or fiscal agent tuition assistance.
- To receive reimbursement for tuition, the staff member must receive prior approval in writing from their program director and KYAE, including the name of the institution, the degree program, the course title and credit hours and the tuition amount. The program director will indicate approval or disapproval, place the original in the staff person's personnel file, and forward a copy of an approved request to KYAE. At the conclusion of the course, include the college tuition expense as part of the monthly PD KYAE reimbursement request submitted to KYAE along with a copy of the transcript showing completion of the course at the grade levels listed above. A copy of the transcript must also be filed in the staff personnel file.
- In the event that an employee, having received KYAE tuition assistance, does not continue in employment at the adult education program for a six-month period following completion of a course, the employee shall repay KYAE for the cost of the educational assistance. All materials for reimbursement must be received by the final invoice date.
- An employee who is laid-off shall not be obligated to the six-month service obligation clause and shall not have to repay educational assistance funds provided the previous semester.
- KYAE is authorized to recover education assistance monies expended if:
 - The course(s) is (are) dropped, regardless of cause, without prior approval of the appointing authority or his/her designee.
 - The employee resigns/retires or is dismissed for cause prior to completion of a six-month service obligation after completion of the course or during the course itself.

¹ Excerpted from <http://kyae.ky.gov/NR/rdonlyres/0D36C807-E019-4C9F-B170-E83405B4A002/0/200910PolicyManualFinalpdf.pdf>