



**Central Arizona AMR
Maricopa Operations**

Tuition Reimbursement

A.4

Responsible Party: Field Operations

Effective Date March 1, 2018

Review Date

CAAS Standard(s): 106.02.01

Policy

If an employee chooses to pursue a formal degree that is work-related or take courses that assist him or her directly in their current work assignment, he or she may be eligible for financial assistance under the Tuition Reimbursement Program.

For additional information, contact local HR.

To be eligible for the program, an employee must:

- Be a regular full time active employee at the time the course begins and upon course completion, unless the change to less than full-time status is a result of a workforce reduction
- Have completed at least six (6) months of continuous full-time service
- Attend a fully accredited educational institution
- Receive prior approval of specific courses via an Application for Tuition Reimbursement form, submitted to HR
- Submit an official report of final grade(s) that indicates satisfactory completion of the course(s), with a passing grade of C or above and proof of the course cost
 - All transcripts and receipts shall be submitted within thirty (30) days upon completion of the course

The maximum amount of reimbursement under this program is \$2,000 per employee per fiscal year (July 1 – June 30). If an employee receives educational aid from other sources, such as the G.I. Bill, scholarships or similar plans, and these plans do not fully cover tuition costs, he or she may apply for the difference. In such cases, this program will apply and the course must meet the conditions outlined above.

For employees wishing to participate in the program, they must discuss their planned studies in advance with their department head and submit the Application for Tuition Reimbursement form available from HR. Submission of an application does not guarantee approval. Approval for Applications will depend on local business need and budgetary availability.

The Tuition Reimbursement Program currently pays only tuition and fees. Expenses not covered under this policy include, but are not limited to: books, room and board and meal plans.