



## Ohio Administrative Code

### Rule 3358:5-5-17 Tuition assistance program policy.

Effective: June 27, 2019

---

(A) The college is committed to recruiting and retaining a competent and diverse workforce. To that end, emphasis is placed on the education and competencies an employee brings to the college as well as identifying, growing, and developing those skills through a formal process of training and continuing education. The college encourages employees to pursue professional development in order to obtain competencies that support the growth and enrichment of the college and their personal needs and interests. In order to enhance and promote such skill development, the college provides a professional development program to eligible employees.

(B) This policy includes but is not limited to:

(1) Tuition reimbursement program The college provides financial assistance to eligible employees who seek to further their education through coursework at an accredited educational institution. (All educational institutions must be properly accredited by the higher learning commission of North Central association or other regional accrediting associations having jurisdiction).

(2) Institutional fee benefit program The college provides a tuition scholarship (instructional and general fees) for employees and eligible family members who seek to further their education through coursework taken at Clark state community college.

(C) This policy applies to the following employees as indicated:

(1) Tuition reimbursement program All regular full-time and eligible regular part-time employees (staff and faculty) may participate.

(2) Institutional fee benefit program All regular full and part-time employees (staff and instructional faculty) and adjunct faculty are eligible to participate. This program also extends to presidential and trustee emeriti and special nominees of the president.



(D) Eligibility requirements for this policy are outlined in the tuition assistance program procedures.

(E) Tuition reimbursement is subject to repayment to the college under certain conditions as identified in the associated procedures.

(F) This policy shall be administered as set forth in the associated procedures established by the president or his/her designee.

(G) The office of human resources shall be assigned the responsibility of developing, implementing, and maintaining the tuition assistance program.