



Board Procedure 400.20: Credit and Non-Credit Tuition Reduction Program Personnel

General Information

All benefit eligible employees 0.75 FTE and above qualify for tuition-reduction; casual part-time and work-study students are not eligible. This benefit is prorated for benefit eligible part-time employees in the same manner as other fringe benefits.

Immediate family eligibility can be determined by either insurance guideline definitions or dependent status per the employee's IRS form 1040 from the previous tax year. An employee's domestic partner, as defined by insurance guidelines, shall also be eligible for this benefit.

Registration for such courses will occur in the same manner as any other student.

If an employee wishes to enroll in any course(s) which will meet during his or her normally scheduled working hours, prior approval must be requested of and received from the supervisor; approval should not be construed to be automatic and may be withheld.

If an employee attends class during his or her normally scheduled working hours, the time missed from work must be made up at the convenience of the employer.

Interpretation and administration of this policy shall be at the discretion of the President or their designee.

Credit Tuition Reduction

Tuition reduction for an individual employee is restricted to a maximum of 6 credits per term (6 fall, 6 spring, 6 summer, 6 winter interim, 10.8 total CEU's per term) and pro-rated to full-time equivalency for part-time employees. Family members are restricted to a maximum of 15 credits per term.

Completed credit tuition reduction applications need to be received by the Human Resources department no later than 10 calendar days prior to the course start date. Any applications received after this date will be denied.

The employee and/or immediate family member enrolling in courses for three credits or more are required to complete the Free Application for Federal Student Aid (FAFSA). All grants, scholarships, and employer-based education benefits will be applied to tuition first and the tuition reduction amount will be reduced by an amount equal to the financial aid disbursed. FAFSA completion is not required if:

- an employee or immediate family member does not have a high school diploma or high school equivalency diploma (HSED);
- an employee is not a certificate, diploma, or degree seeking student through an IVCCD college;
- immediate family member as a guest student is degree seeking at another institution for that academic year;
- an employee or immediate family member is enrolled in two credits or less for a term.

Note: All winter interim courses taken by either an employee or immediate family member are excluded from FAFSA completion requirements.

If a grant or scholarship is received after the reduction has been approved or the course has ended, the employee, spouse or dependent must contact the financial aid office. The financial aid office will determine if any reimbursement is required to IVCCD as a result of the tuition reduction applied.

Satisfactory completion of a course or courses is required. Satisfactory completion is defined as earning a minimum 2.0 grade point average in credit courses. If the minimum 2.0 grade point average is not maintained in credit courses, the employee or immediate family member will not be eligible for the tuition reduction until the minimum 2.0 GPA is achieved. If an employee or immediate family member withdraws from a course before satisfactory completion, the regular withdrawal policy will go into effect.

Tuition reductions are restricted to a lifetime maximum of 64 credits unless a degree program requires additional credits or approval is granted by the President or their designee.

Non-Credit Tuition Reduction

Eligible employees, spouses, and dependents are allowed to take non-credit courses at Iowa Valley Business and Community Solutions.

Reimbursement of up to \$500 for tuition for any non-credit course. Fees are the responsibility of the employee.

Registration for such courses will occur in the same manner as any other students, including prepayment and compliance with any other rules, procedures, pre-requisites, etc.

Eighty percent attendance is required; some non-credit courses have additional requirements for satisfactory completion.

To be eligible for reimbursement, the employee is responsible for completing and submitting the District's standard request for reimbursement form for themselves and on behalf of family members within two weeks following completion of the course. Receipt of payment and certificate of completion must be included with the request for reimbursement.

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Date of Revision: July 16, 2025

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Legal Reference

None

Related Administrative Rules and Regulations

None

Revision History

August 9, 2023; July 8, 2015; July 8, 2009; April 9, 2008; July 9, 2003; November 14, 2001; November 16, 1999; September 9, 1992