

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 7.4.7**

(prior Policy No. 5.2.2)

Title: <b>Employee and Dependent Educational Assistance Program</b>	
Originated By: <b>VP of Business Affairs</b>	Date: 8/2014
President / Board of Directors Approval Date: <b>8/30/2022</b>	
<b>Revised by: CAO</b>	
<b>Revision/Review Date: 5/2022, 6/2026</b>	

**Policy Statement:** To support the professional growth and continued educational development of employees and their dependents, the College provides tuition assistance for approved coursework through accredited programs. Eligible coursework must support growth in the employee's current role, align with a specific program of study, or enhance opportunities for career advancement.

Covered education may include college credit courses, continuing education units (CEUs), seminars, and coursework leading to professional certification for employees, as well as courses taken by eligible dependents at Manhattan Tech.

The employee and/or dependent is responsible for all costs associated with fees, books, supplies, tools, and other non-tuition expenses.

**Rationale:** The College recognizes that continued professional development improves job performance, enhances employee satisfaction, and supports retention. By reducing financial barriers to education, the College seeks to encourage participation and promote positive morale.

**Eligibility:**

1. A "Student" is defined as the employee, their spouse, or any dependent claimed on the employee's federal tax return.
2. Employees are eligible after completing six (6) months of continuous employment and must remain employed on both the first and last day of the course.
3. **Full-time faculty and staff will receive priority consideration** when approving tuition assistance requests.
4. Tuition assistance is limited to a **maximum of \$1,500 per individual per semester** and applies to tuition only. Books, supplies, tools, and program or institutional fees are not eligible expenses.
5. Reimbursement is contingent upon successful course completion, defined as:
  - A grade of "C" or better, or
  - A "Pass" in a pass/fail courseWithdrawals, audits, incompletes, and non-credit courses are not eligible.

**Request Procedure:**

1. Employees must submit an **Intent to Use/Request for Educational Assistance form** to the CFO prior to the start of each semester for which assistance will be requested. Approval is subject to funding availability and eligibility requirements.

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2. To receive reimbursement, the employee must submit the following documentation to their supervisor **within six (6) weeks of the course end date:**
  - Completed Intent to Use/Request for Educational Assistance form
  - Official receipts showing tuition has been paid in full
  - Official grade report demonstrating successful completion
3. Requests will be reviewed by the appropriate executive administrator (CFO) in coordination with the employee's supervisor. The supervisor will notify the employee of approval or denial.
4. Approved reimbursements will be processed through the Business Office, and documentation will be retained in the employee's electronic personnel file in the Human Resources Department.
5. The College reserves the right to deny or limit tuition assistance if total requests exceed the budget allocated for the program in any fiscal year.

**Compliance:**

This benefit is intended to comply with Internal Revenue Code Section 117(d) and applicable regulations.