

## EDUCATIONAL ASSISTANCE

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Full-time employees of UA Cossatot enrolling in higher education credit courses outside the institution may apply for educational assistance provided by UA Cossatot.

Courses/programs taken by full-time employees under this plan must be relative and useful to UA Cossatot. Reimbursement is granted only for classes from institutions accredited by a nationally recognized accrediting body. Educational Assistance only applies to actual out-of-pocket costs. Employees must provide their own course materials, such as textbooks, manuals, etc. Employees are required to take all undergraduate coursework at UA Cossatot, if offered, before 50% reimbursement will be approved for credit classes taken at another institution.

UA Cossatot intends to fund a specific dollar amount each year for this program. The level of funding is contingent upon the ability of the college to set aside funds for this program from the general operating budget. There may be years in which no funding is available.

The employee may receive 50% reimbursement of tuition only after grades are submitted for the term. The per academic year limit per full-time employee for tuition reimbursement is \$2000.

Employees who are taking college courses MUST show proof that they completed the FAFSA for the college they are attending. Reimbursement from UA Cossatot will not be applied to statement until all other funding has been exhausted.

Employees attending workshops, seminars, and training sessions during normal working hours may have their fees and ordinary expenses paid by the college, when appropriate supervisory approvals have been obtained.

Employees may, with the approval of their supervisor, enroll in classes that meet during the normal workday. Those employees have the option of using Annual Leave for the hours absent from the workstation or they may, with their supervisor's approval, establish a schedule for working after regular duty hours to make up for time missed.

Employees who personally benefit from training paid by the college (personal license, courses, certifications, or degrees) shall agree to remain with the institution for twelve (12) months upon completion of the training or reimburse the college for the funds it expended on behalf of the employee for training over the previous twelve (12) months.

### **Steps to Apply for Educational Assistance:**

1. The employee should acquire and submit the form from the Vice Chancellor of Academics before the first day of each term. The supervisor's signature, a semester schedule and bill showing the cost of tuition are required with submission.
2. After grades are posted, the employee should send an official document showing the grades received for the coursework to the Vice Chancellor for Academics. The employee must pass the course with a grade of C or better to remain eligible for the tuition waiver program. A grade of "I" or Incomplete will be accepted for one extension period only.

Withdrawal or a grade of D or F will require the employee to pay the tuition and fee for the class, or that portion thereof due the College.

3. If reimbursement is approved, the Vice Chancellor for Academics will submit to the business office for payment.

All tuition reimbursements will be assigned priority based on the following:

- First Priority: Employees that are required by the college to obtain additional training.
- Second Priority: Employees that are working on industry-specific credentials (outside of their program requirements which are paid for by the program budgets).
- Third Priority: Employees that are working on their Bachelor-level degree.
- Fourth Priority: Employees that are working on their Master-level degree.
- Fifth Priority: Employees that are working on their Doctoral-level degree.

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**Policy History:**

January 5, 2026  
January 6, 2025  
May 4, 2020  
March 6, 2017  
September 8, 2014  
July 7, 2014  
December 3, 2012  
January 1, 2011  
July 31, 2006  
December 5, 2005  
May 23, 2005  
November 29, 2004  
May 24, 2004  
September 29, 2003  
March 27, 2000

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COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

Application for Tuition Assistance

Semester Requesting Assistance: \_\_\_\_\_

Do you expect to graduate this semester:

1. Employee: \_\_\_\_\_  
Dependent name if a dependent waiver: \_\_\_\_\_
2. Date of employment with the College: \_\_\_\_\_
3. Degree Working Toward: \_\_\_\_\_
4. Institution taking classes from: \_\_\_\_\_
5. Reason for taking courses: \_\_\_\_\_

**Beginning of Semester:**

Attach the below documents at the beginning of the semester for the Vice Chancellor for Academics.

- semester schedule
- semester statement showing tuition and fees
- degree plan

**End of Semester:**

Submit your grades at the end of the semester to the Vice Chancellor for Academics. Submit within a month of final grades being posted.

Employees who personally benefit from training paid by the college (personal license, courses, certifications, or degrees) shall agree to remain with the institution for twelve (12) months upon completion of the training or reimburse the college for the funds it expended on behalf of the employee for training over the previous twelve (12) months.

**I confirm I have read and understand the above statement and Policy 447**

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|--------------------------------|------------|
| 1. Employee _____              | Date _____ |
| 2. Immediate Supervisor _____  | Date _____ |
| 3. VC Academics _____          | Date _____ |
| 3. Human Resource Office _____ | Date _____ |
| 4. Chancellor _____            | Date _____ |

**To be completed at end of semester by VC Office:**

Amount to reimburse employee:

Notes: