

# MANUAL OF POLICY

---

**POLICY NUMBER:** II-85

**PAGE** 1 of 1

**POLICY TITLE:** Full-Time Non-Instructional Personnel: Educational Assistance Program

**LEGAL AUTHORITY:** FLORIDA STATUTE 1001.64

**DATE OF LAST REVIEW:** 9/29/2005, 6/19/2007 and 7/21/2009


**DATE OF BOARD ACTION:** 12/13/1983, 4/28/1987, 9/21/1999, 9/29/2005 and 7/21/2009

## **A. Eligible Personnel**

Full-time professional exempt contractual (PEC), professional exempt non-contractual (PENC) and support non-exempt (SNE) personnel who have completed two or more years of full-time continuous employment shall be eligible to participate in the Educational Assistance Program.

## **B. Reimbursement Program**

1. All courses must be completed at a regionally accredited institution of higher education (public or private).
2. Course load is limited to eight (8) semester credits (or the quarter-credit equivalent) per major term (Fall, Spring, Summer A/Summer B), except for persons on approved leave.
3. PEC employees possessing a bachelor's degree may only take graduate level courses at a regionally accredited institution of higher education.
4. All courses must be approved in advance by the appropriate area head as contributing to the skills desired by Miami Dade College.
5. Tuition reimbursement will be treated as taxable or non-taxable based on the regulations provided by applicable federal laws.
6. Reimbursement will be at a rate established by the College as set forth in College Procedure and shall not exceed actual tuition; fees; books, and incidental expenses are excluded.
7. A paid receipt and a grade report with official seal reflecting successful completion with a B or higher for all courses must be provided.

	7/21/09
<b>CHAIRMAN</b>	<b>DATE</b>