

B O A R D P O L I C Y

WESTERN IOWA TECH COMMUNITY COLLEGE

	Series Number: 400.29
Title	All Personnel
	Tuition Assistance

Western Iowa Tech Community College is committed to the philosophy of life-long learning and to the development of its human resources. This belief encompasses the concepts that an educated citizen is the most important asset of any community and that opportunity for individual and societal achievement is available through lifelong learning.

The College also believes that access to courses for its employees is a benefit which aids in recruitment of personnel, promotes improvement of staff morale and cooperation, improves the knowledge, skills, and expertise of its personnel, and assists in building a commitment to the College, thus assisting in creating a more productive learning environment.

Therefore, the policy of the College shall be that full-time and part-time employees may enroll in any credit or noncredit courses offered by the College and qualify for tuition waiver in accordance with appropriate guidelines, definitions, and procedures to be developed and administered by the President or his/her designee.

Children and spouses of full-time and part-time employees may enroll in any credit courses offered by the College and qualify for tuition reimbursement in accordance with appropriate guidelines, definitions, and procedures developed and administered by the President and his/her designee.

Full-time and part-time employees pursuing an undergraduate or graduate degree at an accredited institution may apply for tuition reimbursement in accordance with appropriate guidelines, definitions, and procedures developed and administered by the President and his/her designee.

This policy is intended to be implemented in compliance with Internal Revenue Code Section 127.

Date of Adoption	11/17/1986		Legal Reference: (Code of Iowa)
Date of Last Revision	10/11/2004		
Date of Current Revision	09/14/2020		
Related Administrative Procedures and Cross References			Administrative Procedure AP400.29