1. This rule applies to full-time, non grant-funded employees who have been employed at Palm Beach State College for at least six (6) months at the start of the class.

2. Within IRS yearly limits, full-time employees are eligible to receive tuition reimbursement at the state university system rate for a total of nine (9) semester credit hours per fiscal year for graduate or undergraduate courses at the junior or senior level. Courses must be taken at a regionally accredited four-year college or university. If an employee takes a course(s) at a private or out-of-state four-year college or university, tuition reimbursement will be at the Florida Atlantic University (FAU) rate. In order to qualify for tuition reimbursement, the employee must have begun the course(s) for which reimbursement is requested after being employed full-time at the College for six months, must receive a minimum of a “C” grade, and must not have received payment for the course(s) through other funding sources.

3. In order to receive reimbursement, employees must submit to the Office of Human Resources within six (6) months of completing the course(s) a Palm Beach State College Request for Tuition Reimbursement form, a copy of the grade report, and a copy of a paid receipt or a letter from the institution indicating the amount of payment. Funds will be dispersed upon a first come first serve basis, up to the amount budgeted for the fiscal year.

4. An employee in a grant-funded position is eligible for tuition reimbursement after six (6) months of employment, provided that it is permissible under the grant and there are sufficient funds in the grant to cover the tuition reimbursement costs.