



**Policy**

**7-8046 Staff Course Fee Reimbursement**

The purpose of the YCCD Staff Fee Reimbursement Program is to provide support and encouragement for the continuing education of YCCD staff, including classified, faculty, and management. Applicable courses include those which meet any one of the following criteria:

1. The class is a part of a plan leading to a certificate;
2. The class is applicable to a degree program;
3. The class will enhance the staff member's contribution to the College/District.

In addition, the course must be offered for credit by a college of YCCD and be completed with a grade of "CR" or "C" or better.

**Adopted:** June 28, 2004

## Administrative Procedure

### 7-8046 Staff Course Fee Reimbursement

The fees eligible for reimbursement are the enrollment fee (residents only), the health fee, and the student activity fee.

A regular (probationary or permanent) staff member who desires reimbursement for a course(s) will submit a completed YCCD Application for Fee Reimbursement form to their management supervisor before enrolling in the course(s).

Within five working days the management supervisor will sign and forward the application form to the appropriate College President or Chancellor (for Central Services staff).

Any disagreement about whether or not a particular course fits the criteria will be resolved by the College Presidents or Chancellor.

College Presidents or the Chancellor will forward approved forms to the Vice Chancellor of Human Resources.

At the conclusion of the term, the staff member will send their grade report to the Vice Chancellor of Human Resources.

The Vice Chancellor of Human Resources will initiate the payment process.

Prepayment may be considered in hardship cases upon request. Failure to satisfactorily complete the course will necessitate a refund from the staff member.

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**Procedure Last Revised:** June 13, 2007