

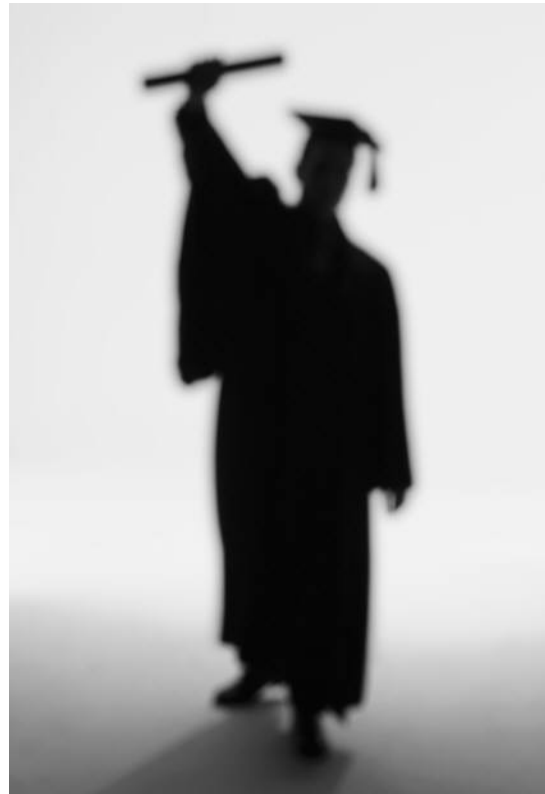


How to Process an Educational Assistance Claim

1. Discuss your educational aspirations with your supervisor.
2. Be prepared to describe how this course will assist you in your work at Grinnell College and/or how it will advance your career goals.
3. Make a copy of the course description from the course catalog and include it with the Educational Assistance Claim Form.
4. Make a copy of the institution's tuition fee schedule and include it with the Educational Assistance Claim Form.
5. Provide the original tuition bill for processing.
6. Highlight the total tuition cost on the bill, extracting out fees and any veteran's assistance, grants, scholarships or any other aid that does not require repayment on your behalf.
7. Provide the original receipt for books. If additional items were purchased, please circle or highlight the books.

Submit all materials with a completed Educational Assistance Claim Form to your supervisor for approval and then to the Office of Human Resources for review.

Allow at least two weeks for processing.



Educational Assistance Program



Grinnell College believes that the knowledge and skills of its employees are important, and that the continuing education of its employees is essential. The educational assistance program is designed to assist employees financially in this endeavor.

Eligibility

To be eligible for Educational Assistance, the employee must:

1. Have a regular employment status position and be in good standing. Term or temporary employees are not eligible for educational assistance.
2. Have an employment status of full-time or half-time, 12 month equivalent.
3. Have completed one year of service.
4. Receive prior approval from the employee's supervisor and the Office of Human Resources before taking any coursework.
5. Earn a grade of "C" or better for each course, or receive a "Pass" or notice of satisfactory completion of any non-graded course.

Courses taken outside of Grinnell College

Eligible courses fall into four categories. All courses must be approved in advance by the employee's supervisor and the Office of Human Resources.

1. **High School Equivalency Programs:** Courses taken to assist an individual in achieving basic competence level in fundamental reading, reading comprehension and basic mathematics toward the goal of earning an equivalency diploma.
2. **Undergraduate Courses:** Courses taken at an accredited institution and part of an undergraduate degree program.
3. **Continuing Education Courses:** Courses taken to maintain a professional license or other recognized designation or courses directly related to your job.
4. **Graduate Courses:** Courses taken at an accredited institution and part of a graduate degree program.

Receiving funds for courses

Submit an Educational Assistance Claim Form along with a bill for tuition and a receipt for books to the Office of Human Resources. A grade report must be submitted upon completion of the course. Other information, such as accreditations, may be requested.

There are finite funds for this program. Therefore priority will be given to fund courses in the following order: high school GED courses, undergraduate courses, continuing education courses, and graduate courses.

Amount of Assistance

Educational assistance covers the cost of tuition and books up to a maximum of \$4,000 per fiscal year, July 1 through June 30. Tuition is defined as the cost per credit hour. Fees, travel, meals and other expenses are not covered under this policy.

Coordination of Additional Educational Benefits

Employees eligible for veteran's assistance, grants, scholarships or other school aid will be eligible to apply for educational assistance only when these benefits have been exhausted, or when they are unable to use them for reasons acceptable to Grinnell College.

Taxability of Educational Assistance

Some payments under this program are a taxable benefit. See the Office of the Treasurer for information on how educational assistance reimbursement payments are currently being treated by the IRS.

Courses at Grinnell College

Employees may enroll under Special Student Status in a maximum of one regular course per semester at Grinnell College with minimal cost under the following conditions:

1. Enrollees must have permission from the course instructor.
2. Enrollees must complete the appropriate forms at the Registrar's Office and have approval; that office will verify the employment status of the employee with the Office of Human Resources.
3. Employee pays for the cost of fees. Books can be reimbursed through Human Resources.
4. Enrollment is based on space availability. Grinnell College students are given priority.
5. Grinnell College credit is available only if it is not applied toward a degree at Grinnell College. If an employee desires to become a degree seeking candidate, the employee may do so after earning at least 16 Grinnell College credits with at least a 2.00 grade point average.

Coursework and Working Hours

All activity (class attendance, homework, preparation for tests, etc.) in connection with approved courses must not interfere with the everyday responsibilities of the employee's job and should be carried out during non-working hours. Should classes need to be taken during normal business hours, the advance approval of the immediate supervisor is necessary. When permission is granted, suitable arrangements must be made for the "make up" of the time lost, if applicable. Any and all such arrangements must be reviewed and approved by the Office of Human Resources. Supervisors do not have discretion to make allowances above and beyond the scope of the program.