



CHAPTER 2	SECTION NO.
College Personnel – Personnel General	2.13
REFERENCE	<i>Adopted: October 12, 2010</i>
2.13.29 Tuition Reimbursement	<i>Reviewed: October 12, 2010; February 14, 2017; February 20, 2018, October 17, 2023; November 11, 2025</i>
	<i>Revised: February 14, 2017; February 20, 2018, October 17, 2023; November 11, 2025</i>

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The Board of Trustees recognizes the importance of life-long learning for College employees and, thus, provides support and recognition of staff who work to enhance their academic credentials and knowledge. The College will reimburse eligible employees for the cost of tuition (not fees) for the successful completion of prior approved coursework or equivalent study at other institutions, not to exceed the Board approved amount for the fiscal year.

This policy will be administered consistent with the College's collective bargaining agreement obligations when applicable. Any exceptions to the listed tuition reimbursement policy for non-bargaining unit employees would require written approval by the Board of Trustees and/or the College President. This policy shall apply to all administrators, including the President, unless specific benefits are specified in the President's employment contract, in which case the contract supersedes.

Tuition reimbursement will be made on a tax-free basis until the IRS limit for the year is reached. Reimbursements made beyond this limit (amount of threshold can change each year) will adjust the year-end W2 wages and will result in higher taxable income.

Administrators, Professional Staff and Grant Funded Professional Staff

- The employee must be employed in a full-time position (100% fte) or part-time (75% fte to 90% fte) benefit eligible position for 12 consecutive months prior to seeking tuition reimbursement. Employees working less than 75% fte are ineligible for tuition reimbursement.
- The employee shall be reimbursed for pre-approved credit course work for a maximum of 9 credit hours per fiscal year at an educational institution other than Kishwaukee College when part of an approved undergraduate or graduate degree program or coursework specifically requested by a supervisor. The program or credit courses must be pre-approved in writing by the appropriate Senior Leadership Team member, the President and the Executive Director of Human Resources. Reimbursement for courses in a graduate program will be based on the current in-state rate for applicable graduate tuition at Northern Illinois University. Reimbursement for undergraduate coursework will be based on the current in-state rate for applicable undergraduate tuition at Northern Illinois University.
- The employee must continue to work for the College for two (2) consecutive years of full-time employment immediately following the tuition reimbursement payout date or the employee must reimburse the College according to the following scale: An employee who works for less than (one) 1 year of consecutive employment following the tuition reimbursement payout date must reimburse 100% of the tuition reimbursement received; An employee who works for at least one (1) year of consecutive employment but less than two (2) years of consecutive employment following the tuition reimbursement payout date must reimburse the College 50% of the tuition reimbursement received.



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Faculty - KCEA

Shall be reimbursed for pre-approved credit course work at an educational institution other than Kishwaukee College as per the KCEA collective bargaining agreement.

Support Staff – KCSS

Shall be eligible for tuition and fee reimbursement for pre-approved credit coursework at an educational institution other than Kishwaukee College as per the KCSS collective bargaining agreement.

Confidential Staff, Grant Funded Support Staff and Part-Time Benefited Staff

- The employee must be employed in a full-time (100% fte) or part-time (75% to 90% fte) benefit eligible position. Employees working less than 75% fte are ineligible for tuition reimbursement.
- The employee shall be reimbursed for pre-approved credit course work at an educational institution other than Kishwaukee College in an amount consistent with the KCSS collective bargaining agreement. The credit courses must be pre-approved in writing by the appropriate Senior Leadership Team member and the Director of Human Resources, the course must be completed with a “C” or better or in the case of a post-baccalaureate course, with a grade of “B” or better.