

# ADMINISTRATIVE REGULATION 4420

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## ENROLLMENT FEE REIMBURSEMENT FOR ELIGIBLE EMPLOYEES

Enrollment fee reimbursement is allowed for District courses taken for-credit or non-credit in each academic year. Reimbursement applies only to enrollment fees paid, and not to travel, course books, course materials, health fees or any other fee charged by the District. Enrollment fee reimbursement is not available for community education (non-credit) classes unless the course is approved by the immediate supervisor as being directly appropriate to their position.

### Eligibility Requirements

1. Participation is limited to full time permanent employees and who are regularly scheduled to work 30 hours each week, 9 months a year or longer.
2. The employee must continue in his or her permanent employment status with the District for the entire semester or session during which the course is taken, and is required to complete the full schedule of normal work obligations. If there is a reduction in hours per week or months per year worked below 30 hours per week or nine months per year during the period of enrollment, the employee will not be reimbursed for enrollment fees paid.
3. Those participating in the enrollment fee reimbursement program may only enroll in courses offered during hours that will not conflict with their normal work schedule.
4. Upon completion of the class the employee must submit an enrollment fee reimbursement expense report with the proof of completion (grade report) of the course with a grade of "C", "P", or "SP" or better to the District Business Office. Reimbursement expense report must be submitted no later than 60 calendar days after completion of the course.
5. Reimbursement fees will be subject to any applicable taxes, if the courses are not employee career related or towards a degree goal

### Reimbursement Exceptions

Reimbursement exceptions need to be approved by the vice chancellor of business services, upon recommendation of the college president, vice chancellor, or chancellor.

Adopted: 11/9/06      Revised: 04/13/17  
Revised: 06/10/10      Revised: 08/24/17  
Revised: 02/14/13