Tuition Assistance

(Found on page 42 of the Employee Information Guide)

All regular full-time employees with at least one (1) year of service are eligible to apply for tuition assistance. Financial assistance is available for courses that are required for your job or are deemed helpful in your career with National Church Residences. A maximum benefit of $1,500 per employee per fiscal year is allowed. A corporate budget is established each year for tuition assistance.

Applications will be considered and approved based on the merit of the class to the individual, their job and National Church Residences. Final selections will be at the sole discretion of National Church Residences.

Employees considering the use of tuition assistance should submit an application for tuition assistance to their supervisor by April 30th during the budgeting process for the fiscal year beginning July 1st. All applications will be considered based on the availability of funds. All tuition assistance and course work must be approved in writing by the employee's supervisor and Human Resources prior to the start of course work.

Tuition assistance will be for class fees only and will not include books, travel expenses or other fees. Employees will be reimbursed upon successful completion of the class and only if a minimum grade of "C" for undergraduate courses or a minimum of "B" for graduate work. Tuition assistance will be 80% of the class fee.

Proof of tuition expense and course grade must be submitted to your immediate supervisor for reimbursement within 30 days of completion. Employees must complete one additional year of service with National Church Residences after the end of reimbursed course work. Employees not meeting the service requirement must repay the full tuition assistance through a payroll deduction from their final paycheck or through arrangements made with Human Resources.

Educational Records: Employees are encouraged to provide documentation of any educational course completed for inclusion in their personnel record whether tuition assistance has been granted or not.