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ENROLLMENT FEE REIMBURSEMENT PROGRAM

ADOPT: JULY 11, 1995

REVIEWED: MAY 8, 2001

REVIEWED: MARCH 11, 2008

The Enrollment Fee Reimbursement Program is designed to provide Santa Rosa Junior College (SRJC) Employees with an opportunity to improve skills and increase knowledge by enrolling in Santa Rosa Junior College courses which are directly job related.

All regular staff and faculty working at a minimum level of fifty per cent (50%) are eligible to apply. Participants in the program will be reimbursed the costs of their enrollment fee for up to three units per semester.

Applications to the program must receive prior approval by the employee's immediate supervisor (in the case of faculty, the Assistant Dean) and be approved by the component administrator. Such approvals constitute agreement that the course is job related. Applications will then be forwarded to the Staff Development Office for budgeting purposes. The Staff Development Office will allocate funds for this program on a first come basis.

Courses for which reimbursement is received from the College may not be used to qualify for Professional Growth increments or salary advancement credit.

The program will begin with approval of this policy and is contingent upon availability of District funding. The budget for the program will be administered through the Staff Development Office. The program will be evaluated and reviewed on an annual basis.