

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 606

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TUITION REIMBURSEMENT

Reviewed and  
Reissued 4/15/03

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To encourage ALA staff members to continue development through education, the Association will provide its regular full and part-time employees tuition reimbursement. The Association will reimburse eligible full-time and part-time employees 50% of the cost of tuition, books, registration and lab fees, up to a maximum of \$2,000.00 for undergraduate courses, and up to \$4,000.00 for graduate courses per fiscal year for the satisfactory completion of approved job-related courses from an accredited university or college. Online and certification courses are also included as part of this policy. Part-time employees are eligible for reimbursement on a pro-rata basis.

Any staff hired after 5/31/98 will be subject to a six (6) month waiting period before they are eligible for tuition reimbursement.

A condition of tuition reimbursement will include a promissory agreement for the individual receiving educational assistance. Each year that an employee receives tuition reimbursement, he/she will agree to continue employment with the American Library Association for the period of one year after receiving reimbursement. In the event of voluntary/involuntary termination, employee must agree to repay the Association a prorated amount based on the total reimbursable amount, which would be 1/12 of the reimbursable amount times the number of months remaining in the *agreement*.

A Tuition Reimbursement Approval Application Form (Exhibit A) must be approved by the Unit Manager, Department Head and the Human Resources Director in *advance* of registration.

Upon satisfactory completion of the course(s) (minimum of "C"), the completed Tuition Reimbursement Application Form (Exhibit B) must be approved by the Unit Manager and Department Head and sent to the Human Resources Director for processing within 30 days of the receipt of grades. Official grades, tuition, registration, book(s) and fee(s) receipts must be attached.

The policy applies only to employee initiated requests for tuition reimbursement and does not pertain to short-term workshops, continuing education seminars, institutes, etc., that are attended during normal working hours and are funded by ALA.

**American Library Association**

**Tuition Reimbursement Application Approval**

The American Library Association will provide tuition reimbursement to full-time and part-time employees upon satisfactory completion of pre-approved job related courses. Reimbursement at the rate of 50% per class is allowed to a maximum of \$2,000 per fiscal year for undergraduate courses and \$4000 per fiscal year for graduate courses. Reimbursement is given toward the cost of tuition, books, registration and lab fees upon receipt of proof of payment and final grade report. This form used for approval and indication of tuition reimbursement prior to class starting.

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Dept. \_\_\_\_\_ Employment Date \_\_\_\_\_  
 Position \_\_\_\_\_ Tuition Amount \_\_\_\_\_  
 Name of School \_\_\_\_\_ Registration Amount \_\_\_\_\_  
 Date Course Begins \_\_\_\_\_ Books/Fees \_\_\_\_\_  
 Date Course Ends \_\_\_\_\_ Total Costs \_\_\_\_\_

<i>Course Title</i>	<i>Course No.</i>	<i>Credit Hrs.</i>
<p><b><i>REASON FOR TAKING COURSE: (List degree, major, certification, and benefits relating to current or future positions).</i></b> _____</p>		

I agree to continue my employment with the American Library Association for the period of one year after receiving reimbursement. In the event of my voluntary termination of employment, I agree to repay to the company the amount of tuition reimbursement in direct proportion to the time less than one year of my continued employment.

**EMPLOYEE SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

**APPROVALS**

**Approved By** \_\_\_\_\_ **Date** \_\_\_\_\_  
 Unit Manager

**Approved By** \_\_\_\_\_ **Date** \_\_\_\_\_  
 Department Head

**Reviewed By** \_\_\_\_\_ **Date** \_\_\_\_\_  
 Human Resources

Reimbursement due in the amount of \$\_\_\_\_\_ for course(s) listed above. Attached are the necessary documents: Official grade report from school; Bursar's receipt; published rate schedule from school.