

10.7 Tuition Reimbursement

The Township may reimburse employee tuition costs (registration fees) for full-time employees only* for one educational course per term provided that all of the following apply:

- 1) The course is offered by an accredited institution of higher learning, such as a college, university, professional academy or similar accredited institution.
- 2) The subject matter of the course work is job-related, as determined and approved by the Township Administrator.
- 3) The employee earns a final grade of "C" or better (or equivalent level of competency on an alternative grading system).

The employee must complete a Tuition Reimbursement Request Form (see Appendix Form "I"), submit proof of registration, an official written transcript and proof of payment to the Fiscal Office for reimbursement. The Board may consider reimbursement for books or course materials in lieu of registration fees in the event that registration fees are reimbursed by a source other than the employee, such as a grant or scholarship not funded by the Township. Any employees who received tuition reimbursements must repay in full all such reimbursements should they resign or otherwise be terminated from Township employment within three hundred sixty five (365) days after the date of reimbursement.

*Part-time fire personnel who earn a paramedic certification may be reimbursed for costs associated with successful completion of a certification program