

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-4026 Education Assistance Program

NCF strongly encourages its employees to pursue educational opportunities for professional growth and development. The Education Assistance Program (EAP) is designed to provide eligible employees tools to enhance their jobs skills and further their education by providing assistance in meeting the expenses of continuing education.

- (1) Monetary Assistance. Vocational, undergraduate or graduate course work is eligible for tuition reimbursement. NCF will reimburse tuition costs at the actual semester credit hour rate charged up to the cost of a resident undergraduate semester credit hour charged by New College of Florida. Total semester credit hours eligible for reimbursement will not exceed a maximum of six (6) semester credit hours per term.
- (2) Eligibility. In order to participate in EAP, eligible employees must have their request for monetary assistance approved in accordance with this Regulation, and must demonstrate that the following criteria are met:
 - (a) The employee must be a degree seeking or non-degree seeking student at an accredited vocation/technical institute, community college, four-year college, or university prior to applying to participate in EAP. EAP does not provide monetary assistance for enrollment in thesis, dissertation, internships, directed individual study, individual performance courses, non-credit courses, sponsored credit programs, or off-book programs.
 - (b) The employee must be a regular employee in the Administrative and Professional (A&P), University Support Personnel System (USPS), or Faculty categories the day before classes begin for the semester through the end of that semester.
 - (c) Employees assigned to acting, temporary, visiting or OPS positions are not eligible to participate in EAP.
 - (d) The employee must have completed six (6) months full-time, continuous, satisfactory, and regular service with NCF prior to applying to participate in EAP.
 - (e) Enrollment in EAP is contingent upon approval by the employee's supervisor and the Vice-President for Finance and Administration or the Provost, and verification of eligibility status by the Department of Human Resources.
 - (f) Participation in EAP is to be conducted on the employee's own time.
 - (g) Employees are encouraged to take classes during off-duty hours. However, if that is not possible, supervisors may approve leave (annual leave, accrued comp leave, or leave without pay) or adjust the employee's work schedule, as long as this does not conflict with departmental or divisional operations.
 - (h) The employee must receive a grade of C or better to receive reimbursement if a grading scale is utilized at the institute, college, or university attended.

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- (i) Employees will not receive reimbursement if they withdraw or drop from a course whether before or after the official Drop/Add period of the institute, college, or university attended.
- (3) Supervisors' Responsibilities. The employee's supervisor shall be responsible for approving or denying the employee's request to participate in EAP and for making necessary adjustments in the employee's work schedule.
- (4) Enrollment Procedures. The employee is responsible for properly registering for classes, securing needed approvals and completing all required forms, for satisfactorily completing class work, and for verifying satisfactory completion of class work. In order to meet these responsibilities, the following steps must be taken:
 - (a) Prior to registering for a class, the eligible employee shall obtain the required Education Assistance Form from the Department of Human Resources. The form is also available at the NCF website.
 - (b) The employee shall complete the Education Assistance Form, obtain necessary approvals, and return the Form to be returned to the Human Resources Department for verification and final approval.
 - (c) The Department of Human Resources will process all forms and inform the employee of action taken.
 - (d) After approval, it is the employee's responsibility to register for class, and initially pay for the courses by the published deadline of the institute, college, or university attended.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001

History: Adopted 11-05-05; Revised and renumbered 06-29-10; Revised 09-11-10, 03-11-17 (technical amendment)