

Directive 106.2 Tuition Payment Program

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Directive: 106.2

Subject: Tuition Payment Program
Effective Date: September 1, 1998 **Review and Re-Issue Date:**
Supersedes: 12/11/95 **APA Rule Number:**

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1 Policy 101, "Human Resource Development and Personnel Administration."

2. Purpose:

2.2 The Department of Corrections, in conjunction and cooperation with the Department of Personnel, will make available a certain amount of money to assist Department employees with their pursuit of educational interests. The intent is to support the educational endeavors of employees which ultimately benefit the Department by increasing professionalism within the organization.

3. Applicability/Accessibility

3.1 Any permanent employee who has completed original probation. An employee still on probation may be eligible if tuition reimbursement was an authorized condition of employment. Only the Commissioner can authorize tuition reimbursement as a condition of employment. Such requests are to be made through the HRD Unit.

3.2 Payment shall be for the cost of tuition only.

3.3 Payment shall be at the rate of 50 percent. This amount may vary according to availability of funds.

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- 3.4** Courses eligible for payment must be "job related," or be used to fulfill credit requirements for a degree program that is job related.
- 3.5** All courses must be completed with a passing grade. Employees who do not complete a course after payment is made must reimburse the Department.
- 3.6** Payment is provided only after all available outside sources of funding are exhausted (i.e., GI bill, scholarships, etc.)

4. Directive

- 4.1** Make all inquiries to HRD, Department of Corrections, 103 South Main Street, Waterbury, Vermont 05671-1001 or by dialing 241-2291.
- 4.2** Complete the application form included in this directive as appendix
- 4.3** Based on information provided, HRD will determine an amount to be paid to the educational institution and will provide that information in writing on Department letterhead to the applicant.
- 4.4** The applicant is responsible to obtain an invoice from the educational institution and forward it to HRD so that payment may be processed.
- 4.5** In order to tuition payment for future coursework the applicant must demonstrate completion of the coursework for which tuition was paid.

5. Training Method

5.1

6. Quality Assurance Processes

6.1

7. Financial Impact:

7.1

8. References

9. Responsible Director and Draft Participants