



From: Deputy Director, Marine Corps Community Services South Carolina
To: All NAF Employees
Subj: **TUITION ASSISTANCE PROGRAM & PROCEDURES**
Ref: (a) MCO12000.11A
Encl: (1) Tuition Assistance Agreement

1. **Purpose:** In accordance with reference (a), this document establishes the procedures for the administration of the NAF Tuition Assistance Program for MCCS South Carolina.

2. **Background:** Tuition Assistance is an employee development program centrally administered by the NAF Human Resources Office. This program is aligned with our strong commitment to the ongoing personal and professional development of our employees. Tuition assistance allows our employees to pursue education opportunities at accredited colleges, universities and technical/trade schools that provide the additional skills and knowledge to enhance personal growth and career development. Correspondence courses will also be considered on a case-by-case basis.

3. **Eligibility:** All MCCS Non-appropriated Fund regular full time, regular part time, and flexible employees (who have worked an average of 20 hours or more per week during the previous twelve (12) months), and who have completed one year of continuous service with a performance rating of satisfactory or better are eligible to apply.

4. **Requirements:**

a. To receive tuition assistance, the employee must receive a grade of "C" or higher for undergraduate courses, or a grade of "B" or higher for graduate courses. For courses for which no grade is given, such as "pass/fail", documentation of satisfactory course completion (certificate or official document) is required.

b. Employee must agree in writing that they will continue working for MCCS for 365 days after the course completion date. If an employee resigns or is terminated for cause during this 365 day period, he/she will reimburse MCCS an amount which is prorated according to how

many days the employee worked after course completion. See Enclosure (1). The valid debt owed to MCCS will be deducted from the employee's last paycheck. The Director may authorize exceptions to the above requirements.

5. Instructions:

a. Employees must complete enclosure (1), the fillable "Tuition Assistance Agreement", and forward to their Division Head prior to taking the course. Division Head approval cannot be sought until after a documented discussion between supervisor and employee indicating that submitted courses are directly tied to current job duties or projected career growth. After Division Head approval, the form is forwarded to the Human Resources Office for approval by the selection panel prior to taking the course. Following the selection process, Human Resources will notify the employee of the panel's decision. If approved, copies of all forms will be returned to the employee until class completion.

b. Within 30 days of successful completion of the course, employees must submit to the Human Resource Office itemized receipts showing all payments for courses, registration and lab fees, as well as final grades on a school transcript, certificate or course completion or official school letter indicating satisfactory completion. The Human Resources Office will submit a reimbursement check request to Accounting for the eligible amount, payable to the employee, up to the maximum allowed amount per calendar year. Tuition reimbursement will not be made if proper documentation is not submitted within 30 days after completion of the course, or if grades do not meet the reimbursement threshold.

c. The maximum amount allowable per employee for Tuition Reimbursement will be determined annually according to available resources. This maximum amount will be announced near the beginning of each calendar year. For 2021, the maximum amount is \$3,500 per employee; however, there is no limit on the number of courses that are reimbursable per semester/session. Reimbursement will be 75% of the course cost.

6. Selection Process: The selection panel will consist of the Chief Financial Officer, Director, Human Resources and MCCS Deputy Director, who will evaluate employee standing, course/degree relevance and whether the applicant will be impacted by business decisions. The selection panel will meet monthly as needed to review applications.

7. Responsibilities: Management officials and supervisors are responsible for supporting and communicating the program. Management officials and supervisors must be familiar with provision of these instructions. The following specific responsibilities are assigned:

a. **Division Heads:** Ensure all tuition assistance requests are approved or disapproved within five days of receipt and forwarded to the Human Resources Office.

b. Human Resources Officer: The Human Resources Officer provides leadership and has general administrative responsibility for the program. The Human Resources Officer will respond to inquiries related to rejected applications, ensure program effectiveness, and review results to identify weaknesses and take corrective actions.

c. Chief Financial Officer: The Chief Financial Officer will provide financial and statistical data necessary to determine the program's budget. The Chief Financial Officer will develop and implement required accounting procedures.

8. **Action**: All managers and supervisors will ensure that every employee is familiar with the contents of this procedure document.

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