

**UNIVERSITY STUDENT UNION, INC.  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

**PERSONNEL POLICY / PROCEDURE**

**SUBJECT:** Educational Fees Reimbursement (regular employees)

**REFERENCES:** USU Educational Enhancement (policy)

**POLICY:** Following one (1) year of continuous employment and subject to approval of the University Student Union (USU) Executive Director and availability of funds, regular employees who are appointed to work thirty (30) hours a week or more may request educational fees reimbursement for approved courses taken for the purpose of enhancing their job knowledge and/or completing a degree or certificate program, and/or for educational enrichment.

All requests for educational fee reimbursement must be made in writing, and approved by the USU Executive Director/designee. The USU is not responsible for expenses incurred by employees who enroll in courses prior to receiving written approval.

Courses may be taken at any institution as approved by the USU Executive Director/designee.

Employees are eligible to receive per semester, educational fee reimbursement for all mandatory registration fees up to the equivalent cost of six (6) graduate units at California State University, Northridge. Reimbursement is not provided for non-registration charges or for nonresident and foreign student fees.

Reimbursement is not provided for courses taken in which a minimum "C" grade was not achieved.

Courses must be taken during non-work hours. Should a course be offered exclusively during an employee's regular work time, the employee may, upon approval of his/her supervisor, take time off without pay in order to attend the course. Time off taken may be made up with approval of an employee's supervisor. In no event may a non-exempt employee work more than eight (8) hours per day or forty (40) hours per week to make up time off taken for the purpose of course attendance.

This policy does not apply to employees who may be directed by the Executive Director/designee to take educational course/courses.

*Recommended by Personnel Committee on May 1, 2008.  
Approved by the USU BOD on May 5, 2008.*

**PROCEDURE:**

Requests for educational fee reimbursement must be made in writing within thirty (30) days of completing a course, and upon proof of payment and demonstrated achievement of a grade of "C" or better.

Employees may request educational fee reimbursement by completing a University Student Union Application for Educational Fee Reimbursement and obtaining appropriate approvals (see attached).

Following completion of an approved course, employees must complete the Check Request Form, and submit, along with proof of payment, and verification of their grade/s to their supervisor and the Executive Director for approval (see attached).

Following receipt of required paperwork, a check will be issued to the employee by the Business Services Department within thirty (30) days of receipt.