



7018 Pine Street/ P.O. Box 9 Hughson CA 95326 * 209-883-4054 Fax 209-883-2638

ADMINISTRATIVE POLICY NO. 05-02 Amendment No. 2

Tuition Reimbursement Policy

Background:

Administrative Policy 05-02 was created and approved by the City Manager in November 2005. In August 2006, Amendment No. 1 was approved and signed by the City Manager.

Amendment No. 2 is necessary in order to ensure the Policy is consistent with the language in the 2016 Personnel Manual, to clarify the intent of the City in paying tuition reimbursement and to formalize the formula considered when reviewing California State University, Stanislaus per unit fee costs.

Amendments:

1. The Administrative Policy 05-02 approved by the City Manager on November 29, 2005 states that the city shall reimburse tuition and textbook costs for an approved college course upon satisfactory proof of completion of the course with a grade "C" (2.00) or better.

The 2016 Personnel Manual states "grade B (3.00) or better."


Due to this conflict, the language in the Personnel Manual will prevail as the Personnel Manual was approved by the City Council.

2. The intent of the Tuition Reimbursement Program is to assist employees with the cost of classes. If an employee is receiving financial aid (excluding loans) this should be taking into consideration in determining the amount the City will reimburse an employee. The intent is not for an employee to be reimbursed more than the classes cost, with all sources of reimbursement included.
3. The Administrative Policy 05-02 states that "at no time shall the reimbursement exceed the per unit cost at California State University, Stanislaus." In an effort to

clarify the per unit cost at California State University, Stanislaus, the following will be considered:

- a. Using the current fee schedule, the tuition only cost for 0-6 units divided by 6 equals the per unit cost. See the attached example of the Spring 2020 fee schedule. Tuition cost is \$1,665 divided by 6 units = \$277.50 per unit.
- b. In adherence to Administrative Policy 05-02 signed in November 2005, this is the maximum an employee would be reimbursed per unit, after taking into consideration other factors as noted in the policy.

Approved by:



Raul Mendez
City Manager

11/22/19

Date:



SUBJECT TO CHANGE
CURRENTLY APPROVED *

Spring 2020 Fees

Mandatory Fees	Undergrad 0-6 Units	Undergrad - more than 6 units	Teacher Credential 0-6 units	Teacher Credential - more than 6 units	Graduate 0-6 units	Graduate - more than 6 units	Doctorate
Tuition Fee	\$ 1,665.00	\$ 2,871.00	\$ 1,932.00	\$ 3,330.00	\$ 2,082.00	\$ 3,588.00	\$ 5,919.00
Instructionally Related Activity	56.00	56.00	56.00	56.00	56.00	56.00	56.00
Health Facility	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Health Services	204.00	204.00	204.00	204.00	204.00	204.00	204.00
University Union	295.00	295.00	295.00	295.00	295.00	295.00	295.00
Associated Students	77.00	77.00	77.00	77.00	77.00	77.00	77.00
Athletics	112.00	112.00	112.00	112.00	112.00	112.00	112.00
Student Recreation Complex	144.00	144.00	144.00	144.00	144.00	144.00	144.00
Student Involvement & Repre #	2.00	2.00	2.00	2.00	2.00	2.00	2.00
TOTAL =	\$ 2,567.00	\$ 3,773.00	\$ 2,834.00	\$ 4,232.00	\$ 2,984.00	\$ 4,490.00	\$ 6,821.00

= optional

Plus course fees, if applicable. See Schedule of Classes, Money Matters.

Graduate Business Professional Fee is \$270.00 per unit in addition to the fees above.

Foreign and Non-Resident tuition is \$396.00 per unit in addition to the fees above.

Spring 2020 Payment Deadlines

Review your payment due dates in your
mycsustan service center

Registered By	Payment Due Date
Enrollment Cancellation** occurs on unpaid accounts on the following dates after the payment deadline:	
Failure to pay tuition fees when due will result in enrollment cancellation without prior notice.	
Nov 4, 2019 - Dec 06, 2019	December 10, 2019** Before 5:00 pm
Dec 07, 2019 - Jan 2, 2020	January 10, 2020** Before 5:00 pm
Jan 3, 2020 - Jan 26, 2020	February 10, 2020** Before 5:00 pm
Jan 27, 2020 - Feb 21, 2020	Pay before enrolling Before 5:00 pm
PAID LATE after	January 27, 2020 \$25.00 Late Payment Fee (if still enrolled)

To purchase a parking permit go to:

<http://www.mycampuspermit.com/>

Please make checks payable to " CSU Stanislaus"

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fee. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code)

Questions may be directed to sarc@csustan.edu or (209) 667-3063

An Enrollment Confirmation and Billing Statement will NOT be mailed, verify your tuition and fees at
www.csustan.edu > MyCSUSTAN.

Fees are subject to change without prior notice.



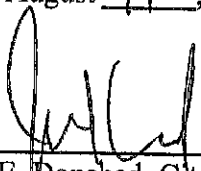


ADMINISTRATIVE POLICY NO. 05-02
Tuition Reimbursement
Amendment No. 1

Any employee receiving tuition reimbursement shall be required to repay the City of Hughson if any of the following conditions occur:

- Employee leaves City employment voluntarily within one year of receiving reimbursement.
- Employee is terminated from City employment for reasons involving Gross Negligence.
- The receipt of any such tuition reimbursement was found not to be in conformance with provisions of this policy or involving fraud.

Dated: August 11, 2006.



Joseph E. Donabed, City Manager

City of Hughson
Tuition and Textbook Reimbursement Request

EMPLOYEE NAME: _____ Position: _____
Title of Course: _____ Semester: _____ Year: _____
Estimated Cost: Tuition _____ Required Text _____

I agree to:

(initial each below)

- _____ Present proof of a passing grade of at least "B" (3.00), per the Personnel Manual, prior to payment; **and**
- _____ Immediately repay the City of Hughson should I leave City employment voluntarily within one year of receiving reimbursement; **and**
- _____ Immediately repay the City of Hughson if I am terminated from City employment for reasons involving Gross Negligence; **and**
- _____ Immediately repay the City of Hughson if the receipt of any tuition reimbursement was found not to be in conformance with the provisions of Administrative Policy 05-02, Tuition Reimbursement, or involving fraud.

Employee's Statement of Course Relationship to Employment: _____

Employee Signature

Date

In my opinion, the subject matter of the above course ☐ does ☐ does not relate directly to or contribute toward the performance of the employee's work with this department and the City.

Department Head

Date

Approval: _____

City Manager

Date

PROOF OF GRADES AND EXPENDITURES – attach receipts

(Employee to complete for payment after final class meeting and receipt of grades)

Title of Course: _____ Grade: _____

Cost of Tuition: \$ _____ Cost of Required Texts: \$ _____

Amount to be reimbursed to employee: \$ _____

Grades, Fees (receipts) verified by Finance/HR: _____

Signature

Date