



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: 10/18/01
Approved: 01/17/13

ADMINISTRATIVE MANUAL

EDUCATIONAL ENHANCEMENT

POLICY 113

- 1.0 PURPOSE:
To establish a policy for the continuing education of A.S.I. personnel and their immediate family members.
- 2.0 REFERENCES:
None
- 3.0 POLICY:
A.S.I. shall provide competitive benefits to Associated Students, Inc. employees in classifications that are eligible for benefits. Educational enhancement shall be made available upon receipt of no less than a satisfactory ranking on the prior year's performance appraisal.
- 4.0 DEFINITIONS:
None
- 5.0 PROCEDURES:
- 5.1 Reimbursements for educational enhancement will be funded from the reserves and is subject to the availability of funds.
 - 5.2 Subject to approval by the Executive Director, full-time employees are eligible to receive tuition reimbursement (including applicable fees) for courses taken as part of a pre-approved program from an accredited college or university. Employees may assign their educational enhancement benefit to an immediate family member (i.e. spouse, domestic partner, or dependent children). Only one individual can participate in the program at a time and can be transferred to one person only.
 - 5.3 Before enrolling in a class, an employee must complete the Request for Participation in Fee Reimbursement Program.
 - 5.4 After completion of the course, the employee will complete the Educational Reimbursement Form and submit all receipts, course descriptions and grade verifications. An earned grade of "C" or better is required for reimbursement for undergraduate course work and a grade of "B" or better is required for graduate course work.
 - 5.5 All payments for educational enhancement will be on a reimbursement-only basis with the exception of those employees who are directed to take a course for job improvement as a condition of continued employment.
 - 5.6 The maximum allowable reimbursement under the educational enhancement program is the equivalent of 2 courses or 6.0 quarter units of study, whichever is greater, plus applicable fees. A doctorate program will only be funded up to 6.0 units per term at the CSU graduate level tuition.
 - 5.7 Course work taken through extended education is not included in this program.

