San Joaquin Valley College, Inc. offers tuition assistance for employees, spouses, and qualified dependents to attend San Joaquin Valley College or Carrington College (CC), and may offer scholarships for employees who attend other colleges or universities to advance their career with the Organization. These benefits are available to regular, full- and part-time employees based on length of service and are subject to the following terms and conditions.

Qualified Dependents

A “qualified dependent” under this policy means a regular employee’s is child (biological or adopted).

Family Tuition Assistance

The Family Tuition Assistance benefit offers tuition assistance for spouses and qualified dependents to attend SJVC or CC programs. The employee must be the parent or legal guardian of the dependent.

The amount of tuition assistance is tiered based on the length of service of the employee, as outlined below:

|  |  |  |
| --- | --- | --- |
| Years of Service | Full-time benefit | Part-time benefit |
| 1 | 20% | 10% |
| 2 | 40% | 20% |
| 3 | 60% | 30% |
| 4 | 80% | 40% |
|  5+ | 100% | 50% |

The benefit percentage remains the same for the duration of the student’s enrollment. Recipients must meet applicable college and program entrance requirements. This tuition assistance benefit is only available if there is an open seat (unused capacity) in the cohort or modular start date for the chosen program.

Employee Tuition Assistance

Employees meeting eligibility requirements may attend an SJVC or CC program, if the commitment to classes and studies do not interfere with the employee’s ability to perform his/her regular job duties. This benefit targets employees interested in making a career change by attending our colleges.

The amount of tuition assistance is tiered based on the length of service of the employee, as outlined below:

|  |  |  |
| --- | --- | --- |
| Years of Service | Full-time benefit | Part-time benefit |
| 1 | 10% | 5% |
| 2 | 20% | 10% |
| 3 | 30% | 15% |
| 4 | 40% | 20% |
|  5+ | 50% | 25% |

The benefit percentage remains the same for the duration of the student’s enrollment.

Recipients must meet applicable SJVC or CC and program entrance requirements. This tuition assistance benefit is only available if there is an open seat (unused capacity) in the cohort or modular start date for the chosen program.

Application and Approval Process

Requests for tuition assistance must be reviewed by the designated leadership team for either SJVC or CC.

# SJVC

The Campus President is responsible for reviewing Family and Employee Tuition Assistance applications and submitting to the College’s Senior Leadership for final approval.

The applications for Family Tuition Assistance, Employee Tuition Assistance, and Employee Scholarship are available on InfoZone Information Center Employee Forms or by clicking the following link [Tuition Assistance Application - SJVC](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fna2.docusign.net%2FMember%2FPowerFormSigning.aspx%3FPowerFormId%3Dafc18c37-56d2-4129-a762-3c0ecaf071f0%26env%3Dna2&data=02%7C01%7Cadam.lefaive%40embered.com%7C495aeccaf5494e6670ad08d722962c88%7C3eb71b57cc1548468f7d9f4b5370070a%7C0%7C0%7C637015900700456474&sdata=etHZTCD2ap1wOIgJhlFRdBQwu53A4butMRZO32SkcAg%3D&reserved=0).

# CC

The Manager responsible for the employee is responsible for reviewing Family and Employee Tuition Assistance applications and submitting to the College’s Senior Leadership team for final approval.

The applications for Family Tuition Assistance, Employee Tuition Assistance, and Employee Scholarship are available on the Colleague Portal or by clicking the following link [Tuition Assistance Application - CC](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fna2.docusign.net%2FMember%2FPowerFormSigning.aspx%3FPowerFormId%3D3f581fde-d845-4b12-a4bb-96586ae16ab3%26env%3Dna2&data=02%7C01%7Cadam.lefaive%40embered.com%7C495aeccaf5494e6670ad08d722962c88%7C3eb71b57cc1548468f7d9f4b5370070a%7C0%7C0%7C637015900700446484&sdata=SCRaDI%2Fbd4gsTnBoN1cgPh39uYAAYdm%2Fj6XSfFgQZXo%3D&reserved=0).

Separation from Employment

A regular employee must be employed in order to apply for tuition or scholarship assistance. A regular employee must also be employed at the time tuition or scholarship assistance is paid. If an employee separates from employment for any reason, he or she will no longer be eligible to apply or receive any further assistance, including any assistance that may have been approved but not yet paid.