POLICY: 6Hx28: 3C-07

Responsible Executive: Executive Vice President, Administrative Services

Policy Contacts: Chief Human Resources Officer

Specific Authority: 1001.64., F.S.

Law Implemented: 1001.64, F.S.; 1009.28, F.S.; 1009.285, F.S.; 6A-14.029, F.A.C.

Effective Date: 10-16-2025

Date of Last Policy Review: 08-06-2026

Employee Development and Dependent Tuition

Policy Statement:

I. Valencia College ("College") is committed to creating an environment that encourages professional development and opportunities for academic, technical, and life-long learning of its employees. A pool of Employee Development and Dependent Tuition funds has been established for the ongoing support of College-wide goals and plans; and continued development of College employees that enhance the College's ability to achieve its mission and provide appropriate educational benefits to employees and dependents.

II. The College President, or designee(s), may adopt programs and establish procedures to implement this policy.

Policy History:

Adopted 12-11-74; Amended 6-28-78; Amended 10-17-79; Amended 9-16-81; Amended 11-9-83; Amended 8-24-83; Amended 8-20-86; Amended 11-18-92; Amended 12-10-02; Amended 5-23-18 - Combines policy: 6Hx28: 3C-09 (repealed 5-23-18); Amended 10-16-25; Formerly 6Hx28:7-13; Formerly 6Hx28:07-07

Related Documents/Policies:

College Policy 6Hx28:3C-01: Total Rewards: Compensation & Hours of Work for Employees of the College
College Policy 6Hx28: 5-08 Travel by Authorized Personnel
College Policy 6Hx28: 8-06 Residency
Employee and Dependent Tuition Funds form
Professional Development Funds Request form

Procedures:

I. The College offers employee development and dependent tuition funds via the following programs:

   A. **Tuition Assistance Program** (including Continuing Education) and the **Professional Development Program** to support the professional development of an eligible employee; and

   B. **Dependent Tuition Program** for the children, spouse, domestic partner, or other qualified dependent(s) of an eligible employee, as defined within these procedures.

II. When requesting funds for any of the employee and/or dependent programs outlined in this policy, an eligible employee must adhere to the College and departmental procedures. This includes, but is not limited to, obtaining supervisor approval (when applicable), submitting the appropriate request form(s), and all required documentation to the designated office. To be considered for applicable funding, all requests must be submitted in accordance with established communication and deadlines set by Financial Services, which is typically:

   A. no later than thirty (30) calendar days before the start of the term or date that the professional development opportunity occurs; and

   B. no later than the end of the fiscal year in which the course or development opportunity occurs.

III. The following procedures outline the eligibility criteria, details of each program, and the College's process for reviewing requests for funds in accordance with this policy:

   A. Eligibility Criteria:

      1. Employee Tuition Assistance and Professional Development Programs: To be eligible for funds through the Tuition Assistance and Professional Development Programs, an employee must be employed in a full-time, non-temporary position at the College for a minimum of six (6) continuous months.

2. Dependent Tuition Program: In order to be eligible for funds through the Dependent Tuition Program, an eligible person must be a child, spouse, or domestic partner, as defined in the chart below, of a current full-time, non-temporary employee who has been employed at the College in a full-time position for a minimum of six (6) continuous months.

Categories	Definitions
Dependent	A non-College employee or a part-time College employee who is a spouse, domestic partner, or child of an eligible full-time College employee.
Spouse	A dependent who is legally married to an eligible full-time College employee and resides in the same household. (A legally separated spouse is not eligible.)
Domestic Partner	A dependent who is a partner of an eligible full-time College employee who has submitted a verified *Affidavit of Domestic Partnership* to Organizational Development and Human Resources.
Child	An unmarried dependent who is a natural child, legally adopted child, stepchild, or foster child of an eligible full-time College employee and who is 26 years of age or younger prior to the beginning of the semester for which the funds are requested.

B. Additional Eligibility Criteria Due To A Change in Employment Status: Employee Termination, Resignation, Retirement, or Contract Non-Renewal Notice

1. Terminations and Resignations: Should an eligible employee be terminated from employment for conduct or performance reasons, or the eligible employee submits a notice to their supervisor, other appropriate department leader, or to Organizational Development and Human Resources ("ODHR") of their intent to resign from their position at the College, the employee will no longer be eligible to receive any Employee and Dependent Development Fund benefits after the issuance of the termination notice or the date the employee submitted their notice of resignation.

2. Retirements: An eligible employee may no longer be eligible to receive any Employee and Dependent Development Fund benefits within three (3) months prior to their effective date of retirement.

3. Contract Non-Renewal Notices: An employee may no longer be eligible to receive any Employee and Dependent Development Fund benefits upon receiving notice that their employment contract will not be renewed after the expiration of the current

contract term, as determined by the College and based on the circumstances of the contract non-renewal.

4. Dependents: If an eligible employee is terminated from employment, resigns, retires, or receives a contract non-renewal notice during an academic term in which their dependent is receiving benefits through the Dependent Tuition Program, the benefit will remain in effect only through the end of that academic term. After the term concludes, the benefit will expire and the dependent will no longer eligible for the Dependent Tuition Program.

C. **Employee Tuition Assistance Program**: The College provides funds to support education related expenses for an eligible employee who takes courses at the College or an institution accredited through an accrediting agency recognized by the United States Department of Education. These funds refresh at the start of each fiscal year, are not retroactive or compensable and non-cumulative. Additionally, tuition covered by grants, scholarships, gifts, or other awards (excluding loans) may not be eligible for payment, depending on the specific type of aid. The funds for this program is applied to the fiscal year in which the development opportunity begins.

1. Valencia College Course Tuition (including Continuing Education): An eligible employee may take up to thirty (30) credit hours per fiscal year for College tuition and certain associated fees or an equivalent monetary allowance for Continuing Education courses. The maximum fee for Continuing Education courses is not to exceed the total tuition and eligible fees assessed for up to thirty (30) in-state credit hours per fiscal year, such amounts as approved by the District Board of Trustees.

2. Non-Valencia College Tuition: An eligible employee may use funds to receive up to $1,500 per fiscal year to support non-Valencia College tuition from an institution accredited through an accrediting agency recognized by the United States Department of Education and certain associated fees.

3. Associated Fees

    a. Fees Covered: Associated fees covered by the Tuition Assistance Program include distance learning, technology, capital improvement, student activity, financial aid, and lab fees.

    b. Fees Not Covered: Associated fees not covered by the Tuition Assistance Program include application fees, late registration fees, course repeat fees (e.g., full cost of instruction fee for a course attempted three or more times),

non-refundable fees, transcript fees, out-of-state fees, private instruction fees, independent study fees, special fees paid to a third party (e.g., credit card convenience fee or returned check fee), special or additional fees paid to the College as outlined in the College course catalog and/or registration schedule bill, books, materials/supplies affiliated with College courses, equipment, subscriptions, test/exam fees, and delinquent tuition fees.

c. An eligible employee should contact ODHR at HR4U@valenciacollege.edu or 407-582-HR4U (4478) for additional questions, guidance, and/or eligibility for any other fees not listed in these procedures.

4. Tuition Assistance Program Request Process

   a. An eligible employee interested in participating in the Tuition Assistance Program and requesting funds must submit the appropriate request form to their respective supervisor [The *Employee and Dependent Tuition Funds* form is located via the employee portal (MyVC), VC Forms, *Funds Request – Employee and Dependent Tuition* link]. As part of this process, the eligible employee must acknowledge and agree that they will not enroll in a course(s) or participate in an educational activity(ies) during their scheduled work hours, in accordance with the College Policy 6Hx28:3C-01: Total Rewards: Compensation & Hours of Work for Employees of the College, unless prior approval has been granted by their immediate supervisor to modify their work schedule.

      i. Requests for Tuition Assistance funds for College classes should be submitted no less than five (5) business days prior to the start of the published academic calendar payment deadline to allow for appropriate processing time. Note: Late fees are not covered by Tuition Assistance funds.

   b. The eligible employee's supervisor is expected to initiate a conversation with the employee requesting tuition funds to confirm that any course-related activity(ies) will not occur during work hours and to discuss how the employee plans to balance work responsibilities with academic commitments.

5. All eligible employees taking advantage of the Tuition Assistance Program will be expected to follow standard student registration procedures.

D. **Employee Professional Development Program**: A designated amount of Professional Development ("PD") funds is made available to the College President, each Vice President, and each Provost to provide eligible employees in their division with the opportunity to acquire skills, knowledge, abilities, and/or competencies to learn and develop within their current role; for a professional certification(s) or re-certification(s) as required by or is related to the eligible employee's job description; or in preparation for the eligible employee's future career development at the College. These PD funds may be used to cover conference, workshop, webinar, or related educational activity registration cost(s), and approved travel. All College travel policies apply when requesting PD funds, including without limitation those pertaining to international travel. For more information on travel, see College Policy 6Hx28: 5-08 Travel by Authorized Personnel.

1. Distribution of PD Funds: The College President, each Vice President, and each Provost will receive a budget allocation for professional development within their respective division each fiscal year. The distribution of these PD funds is at the discretion of the respective senior leader in accordance with the processes established within their division.

    a. The distribution process within each division may include specific timelines and deadlines, criteria for considering requests, and a process to evaluate all requests prior to making distribution decisions. While a group may be convened to review and make recommendations on the distribution of funds, all final determinations will be made by the respective College President, Vice President or Provost.

    b. An employee should refer to their respective College President, Vice President, or Provost for additional information on any PD request(s) and distribution process within their division.

2. PD Program Request Process

    a. An eligible employee interested in receiving PD funds through the Professional Development Program must review the request procedures established within their respective division and consult with their respective Dean/supervisor on their interest in the professional development opportunity.

    b. The respective supervisor is expected to review each request by the eligible employee to ensure that the proposed professional development activity does not negatively impact operational needs and is in compliance with

applicable laws and rules. If the supervisor approves the request, the employee will complete and submit the *Professional Development Funds Request* form to the respective College President/Vice President/Provost for final approval. [The *Professional Development Funds Request* form is located via the employee portal (MyVC), VC Forms, *Funds Request – Professional Development* link.]

i. Failure to obtain supervisory approval will prevent the request from receiving any further consideration.

ii. No purchases should be made regarding registration, travel, or related expenses prior to receiving final approval by the respective College President/Vice President/Provost.

c. Once submitted to the respective College President/Vice President/Provost, the request(s) will be reviewed in accordance with the division-specific processes. The submission of completed form(s) and documentation does not guarantee approved funding, as additional review and consideration may be required.

d. Final decisions regarding the approval, modification, or denial of requests will be made by the respective College President, Vice President or Provost, in accordance with the division's established review process.

E. **Valencia College Dependent Tuition (DT) Program**

1. The dependent(s) of an eligible College employee, as described in Procedures Section III.A.2. may use DT Program funds:

a. to take up to thirty (30) in-state credit hours for College tuition per fiscal year, including certain associated fees; and/or

b. an equivalent monetary allowance for Continuing Education courses with a maximum fee not to exceed the total tuition and certain associated fees assessed for up to thirty (30) in-state credit hours per fiscal year as approved by the District Board of Trustees in accordance with statute, rules, and regulations.

2. Associated Fees

a. Fees Covered by DT Program: Associated fees covered by the Tuition Assistance Program include distance learning,

technology, capital improvement, student activity, financial aid, and lab fees.

b. Fees Not Covered by DT Program: Associated fees not covered by the Tuition Assistance Program include application fees, late registration fees, course repeat fees (e.g., full cost of instruction fee for a course attempted three or more times), non-refundable fees, transcript fees, out-of-state fees, private instruction fees, independent study fees, special fees paid to a third party (e.g., credit card convenience fee or returned check fee), special or additional fees paid to the College as outlined in the College course catalog and/or registration schedule bill, books, materials/supplies affiliated with College courses, equipment, subscriptions, test/exam fees, and delinquent tuition fees.

c. An eligible employee should contact ODHR at HR4U@valenciacollege.edu or 407-582-HR4U (4478) for additional questions, guidance, and/or DT Program eligibility for any other fees not listed in these procedures.

3. DT Request Process

a. An eligible employee interested in participating the DT Program must submit the appropriate form(s) (*Employee and Dependent Tuition Funds* form*)* by the established deadline(s) located via the employee portal (MyVC), VC Forms, *Funds Request – Employee and Dependent Tuition* link. The appropriate office will review the form for employee and dependent eligibility. Failure to include necessary information and/or documentation (as may be required) may delay the approval process.

b. All eligible employees taking advantage of the DT Program benefit will be expected, along with their eligible dependent(s), to follow standard student registration procedures.

IV. Additional information on each employee development and dependent tuition program, along with the associated request forms are available in the College's employee portal (MyVC). For further assistance or questions, contact ODHR at HR4U@valenciacollege.edu or 407-582-HR4U (4478).

Procedure History:

Amended 5-23-18; Amended 8-28-19; Amended 12-1-20; Amended 6-28-22; Amended 7-27-23; Amended 1-21-25; Amended 7-1-25; Amended 10-16-25; Amended 8-6-26

Date of Last Procedure Review: 08-06-2026