

FAMILY PRESERVATION/REUNIFICATION COURSE TUITION

(SECTION 14)

Grants for College and Graduate Tuition14.1

Purpose of this Section:

To provide grants for tuition to staff to further their education to become more self-reliant and better serve Audubon Area Family Preservation/Reunification Programs. Tuition for continuing education is subject to the availability of funds.

Procedure:

(1) Eligibility for Grants:

- (a) Staff must have a BA or BS and be committed to furthering their education.
- (b) Staff must have worked for the AACS FPP/FRP for more than one year and must not currently be on a “conditional appointment or disciplinary report.”
- (c) Staff must be a regular full-time employee (not temporary or part-time).

(2) Procedure for Attendance:

- (a) New enrollees must contact the FPP Director two (2) weeks prior to registration about their intention to enroll in class and the type of classes to be taken.
- (b) Before approval of additional college or graduate hours, enrollees continuing in the tuition program must have on file in our office a copy of grades for all past course work and/or a copy of transcript of college work dated within one year.
- (c) Approval will be granted for college hours only if degree program is “in field” based on current job responsibilities as determined by the FPP Director.
- (d) All enrollees must sign a contract for repayment of grant fees for tuition, if they should drop the course or resign employment within one year of completion on course work.
- (e) Enrollees failing to maintain a “C” average will be responsible for repayment of the tuition cost and may be ineligible for future grant tuition.
- (f) Enrollees are responsible for other incurred cost, e.g., books, fees, transportation and supplies.
- (g) The Executive Director or his/her designee will approve participation and send the employee a letter authorizing AACS payment.

- (h) Enrollees must register for class.
- (i) If at anytime, the employee cannot perform his/her responsibilities for the FPP/FRP programs, they may be required to drop the class(es), reimburse the agency any percentage that is returned to the employee from the college and may jeopardize any future approval for grants. The employee's duties to the programs are and always will be the number one priority of this agency and anything conflicting with these duties will have to be eliminated.

(3) Location of College:

In order to assist more employees the opportunity to attend college, community college locations will take precedent over another institution. Maximum tuition fees payable will be that of a state college or university in Kentucky. Attendance at a private institution may be approved; however, the agency will only pay fees equivalent to state tuition.

(4) Hours of Attendance:

Release time will *not* be granted to attend college.

(5) Number of Hours:

If funds are available, a maximum of six (6) semester hours per person will be approved for summer sessions. A maximum of nine (9) semester hours will be approved during Fall and Spring sessions. If funds are limited, the following criteria will be used in approving awards:

- (a) Earliest requests will receive priority.
- (b) Semester hours may be reduced or denied on late requests.
- (c) All requests might be reduced to three (3) hours maximum per semester per person.

6. Grades:

At the completion of each course, grades must be sent to Audubon Area Community Services, Inc. and placed in employee's personnel file.