

SANTOS MANUEL STUDENT UNION
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

EDUCATIONAL ASSISTANCE BENEFIT PROGRAM

The Educational Assistance Benefit Program for full-time management and non-management employees of the Santos Manuel Student Union is designed for systematic growth and development of employees and to underscore the SMSU's emphasis on the importance of higher education in our society. The program is aimed at those employees who are working toward a Bachelor's degree or other advanced degree relevant to their position and employees who wish to take job-related courses to improve job performance and opportunity. The benefit may be utilized by any single employee, their spouse or immediate family member who is a dependent.

Conditions for Educational Assistance:

1. All full-time management and non-management employees are eligible for the program.
2. Employees may be granted release time to attend courses during scheduled working hours provided that the "operational needs of the department are met." Possible outcomes of requesting release time:
 - a. Release time is granted and an alternative work schedule is created
 - b. Use of vacation is required
 - c. Release time is denied

All classes which require time away from work must be approved by the supervisor and Executive Director.

3. Employees will receive a reimbursement for a maximum of six (6) units each term during the academic year, at the equivalent to the CSUSB in-state tuition rate, including mandatory student fees. This amount is not to exceed the total tuition rate for a CSUSB academic year.
4. For employees: Courses include undergraduate, graduate, credential, and on-line courses. The Educational Assistance Benefit Program does not apply to out-of-state tuition. Eligible employees enrolled in a doctoral program shall be eligible for partial course fee advance equivalent to the CSUSB part-time graduate tuition fee, and shall be responsible for paying the difference between the applicable Doctorate fee and the CSUSB part-time graduate tuition fee.
5. For spouse or immediate family member who is dependent: Courses include undergraduate, graduate, credential, and on-line courses. The Educational Assistance Benefit Program does not apply to out-of-state tuition.
6. Enrollment should be prioritized as follows: if courses/enrollment are available at CSUSB, then courses should be taken there. If not, then courses should be taken at another CSU campus. If courses/enrollment are not available at another CSU campus, then enrollment must be at a public or private, degree-granting institution

that is accredited by an agency recognized by the U.S. Department of Education. Application for variance from this priority must be approved by the Executive Director.

7. For non-CSUSB programs, the program participant will need to turn in an unofficial transcript within one week of term completion to the HR Manager. Delay in transcript receipt will delay or terminate the benefit for the next term.
8. Reimbursement of the benefit must be made if the employee, spouse or dependent has not successfully completed course work with a grade of "C" or better for undergraduate work and "B" or better for graduate work. Reimbursement will be pursuant to a written agreement between the employee and the Santos Manuel Student Union. Requests for any exceptions may be brought to the Personnel Committee for review and recommendation.
9. Applications must be filed with the Santos Manuel Student Union Executive Director a minimum of thirty (30) days before the beginning of the quarter for which the educational assistance benefit is sought.

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