

SUBJECT: Tuition Assistance/Reimbursement	VERSION: 1
	EFFECTIVE: __/__/__
APPROVED: KSLS Board of Directors	
Signed By: Mark Savoy, President	

POLICY STATEMENT:

The Kansas Society of Land Surveyors shall provide tuition assistance for certain educational programs that enhance job skills, knowledge, and abilities related to current, anticipated, or future Land Surveying activities/occupations. Approval shall be dependent upon available funding.

DEFINITIONS:

Educational Programs.

Adult educational programs provided by colleges or universities, vocational and/or technical schools. Eligible classes include any regularly scheduled class meeting at established intervals that result in a final grade based on skills or knowledge learned. Other for-credit courses may be considered for approval by The Kansas Society of Land Surveyors on a case-by-case basis.

PROCEDURAL GUIDELINES:

Eligibility and General Rules

Requests for tuition assistance shall be reviewed in accordance with the following guidelines:

1. The applicant must be enrolled in a Kansas technical school, college or university with the express intention of attaining a degree suitable to perform land surveying activities.
2. The applicant **must maintain** an academic performance of 2.0 © or better.
3. There is a maximum amount of tuition assistance allowed for each semester depending on the type of educational program(s). Tuition assistance shall be used for the payment of tuition, books, and related expenses allowed in the agreement between the individual and KSLS. The maximum amounts are as follows:
 - o For technical school or other adult educational programs that directly and specifically fall within the scope of land surveying, KSLS will provide up to \$1,100.00 per semester with a cap per student receiving aid of \$275.00 per semester

4. Generally, educational assistance will not be approved for such computer courses as Microsoft Word, Excel, Power Point, etc. Exceptions may be based on the extenuating circumstances.
5. Tuition assistance shall not be used to pay student loans or reimburse tuition fees incurred in semesters prior to the one being applied for.

Application and Approval Process

The individual shall complete and sign “Application for Tuition Assistance,” KSLS *Form No.02-03* and submit to the chair of the Education Committee of KSLS at the beginning of the academic semester.

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The individual shall provide official documentation such as a course catalogue or syllabus to support any request for tuition reimbursement. This will be used to determine the level and eligibility of the course. Requests submitted without this documentation will not be processed.

Upon receipt, the Education Committee Chair shall first determine the availability of funds and forward all application information to the other members of the Education Committee for determination of whether the course and the individual meet the eligibility requirements.

Within one month of the completion of said semester, applicant must then provide suitable proof of payment for said course(s), proof of grade(s) received for the course(s) itemized for reimbursement and pre-enrollment information regarding continued status as a student or indication of graduation status.

Payment and Reimbursement of Tuition Costs

If the request is approved, the Chair shall make three copies of the approved tuition assistance form, sending two copies to the KSLS Executive Secretary, who shall retain one copy, and return one copy to the individual along with reimbursement funds, if approved.

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If the individual’s request is denied, Chair of the Education Committee shall return the tuition assistance form to the individual and provide the reason for denial.

NOTE: The individual will have to pay for books or other expenses and then submit receipts for reimbursement.

In accordance with the agreement outlined in *Form No.01-03-1a*, the individual shall reimburse KSLS the total amount paid by the Society to the individual for the educational program if the individual:

- ceases to be enrolled in an acceptable course of study pertaining to the land surveying profession within 6 months following the final day of the school Spring semester (as designated by the attending school); or
- withdraws from the accepted course of study prior to graduation; or
- failure to comply with any other condition of the agreement.

Responsibility

The Chair and members of the Education Committee has overall administrative responsibility for the Tuition Assistance Program including the review and processing of requests, and the monitoring of satisfactory completion of the approved educational program. All payments to individuals will be done by the KSLs Executive Secretary.

The individual is responsible for meeting all terms of the agreement in Form No. 02-03, including submission of documentation of course completion (i.e. copy of a grade card) and pre-registration documentation (unless graduating that semester) to the Chair of the Education Committee upon completion of the course. Failure to produce this documentation within the time specified in the contract may be considered failure to comply with the conditions of the contract. Any individual who fails to provide timely and adequate documentation shall be required to reimburse KSLs the amount of the tuition assistance that was provided.

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Attachments:

- Form No. 01-03-1a, “Application for Tuition Assistance