



**STATE OF INDIANA
Department of Correction**

Indiana Government Center—South

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Robert E. Carter Jr.
Commissioner

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EXECUTIVE DIRECTIVE # 19-58

This Executive Directive presents and authorizes guidelines for the Tuition Reimbursement Program (TRP). The purpose of the TRP is to assist the Department's full-time employees with expenses incurred while continuing their education. The TRP shall only be used for courses that will improve and/or increase the employee's job skill, contribute to his/her job performance, and prepare the employee for advancement within the Department. This Executive Directive is effective immediately and applicable to all Department full-time employees.

I. Requirements for Reimbursement

TRP is offered to active full-time Department employees who meet the following criteria:

- Have been employed with the Department full-time for six (6) continuous months and is a current active employee, and
- Employees who have received a Performance Appraisal, must have met or exceeded overall ratings on the most recent review year.
- Contractors, temps, intermittent, and part-time staff are not eligible.
- The college/university must be an accredited State of Indiana institution.

A. All applying employees shall familiarize themselves with this Executive Directive. If the employee does not understand the Executive Directive or any of the requirements, they should direct all questions to TRP@idoc.in.gov.

B. Participating employees shall submit a completed TRP packet to the TRP mailbox (TRP@idoc.in.gov) at least two (2) weeks prior to the start of a course to obtain approval for reimbursement. All late submissions will be automatically denied approval for reimbursement.

C. The TRP packet shall include the following documentation:

- Pre-Approval TRP Application,
- A course description,
- Documentation of college/university State of Indiana accreditation,

- Documentation of cost of tuition per credit hour/semester from school website.
 - Note: If the college/university offers a state employee and/or IDOC discount, the discounted tuition rate must be used on the Pre-Approval TRP Application and on the Post-Approval TRP Application.
- D. Employees shall be notified by the TRP Committee of approval or denial of reimbursement.
- E. All participating employees are required to complete eighteen (18) months of full-time continuous employment with IDOC upon completion of approved courses.

II. Reimbursement

Employees may receive reimbursement for the following programs per calendar year (January 1 through December 31).

- Master and Doctorate degrees: up to seventy-five per cent (75%) of cost, but shall not exceed fifty-two hundred dollars (\$5,200.00).
- Bachelor degrees: up to seventy-five per cent (75%) of cost, but shall not exceed forty-two hundred dollars (\$4,200.00).
- Associate degrees: up to seventy-five per cent (75%) of cost, but shall not exceed thirty-two hundred dollars (\$3,200.00).
- Associate degrees obtained at Ivy Tech Community College: up to one hundred per cent (100%) of cost, but shall not exceed thirty-two hundred dollars (\$3,200.00).
- Certificates (obtained through an accredited State of Indiana college/university): up to seventy-five per cent (75%) of cost, but shall not exceed two thousand dollars (\$2,000.00).

Note: If the institution has a discounted State Employee/IDOC tuition rate, the TRP will not reimburse for more than the discounted rate.

- A. Allowed Expenses Examples:
 1. Tuition;
 2. Technology fees;
 3. Online class fees;
 3. Human Resources fees; and,
 4. Laboratory fees

- B. Not Allowed Expenses Examples:
 1. Books;
 2. School supplies;
 3. Computer equipment; and,
 4. Late Fees

If the employee is unsure if an expense is allowable, the employee may contact the TRP Committee at TRP@idoc.in.gov.

- C. Reimbursement is allowable for up to two courses per semester (Fall-August to December, Spring-January to May, and Summer-June to July). Any classes that end in December will not be paid until the next calendar year. The maximum reimbursement per calendar year is determined by when payment is received.
- D. If the participating employee receives financial aid (Pell grants, scholarships, other financial programs), the amount reimbursed shall be based on the tuition charges less any financial aid received. A loan which must be paid back by the participating employee shall not be considered financial aid. Failure to include financial aid on the Post-Approval TRP Application may result in denial of reimbursement payment.
 - Financial aid awarded per semester shall be divided by the total number of courses taken.
- E. Participating employees shall only be reimbursed if the course grade is a “C” or better for undergraduate courses and “B” or better for graduate courses.
- F. Participating employees must be set up as a State Vendor with the Auditor’s Office in order to receive reimbursement and must provide TRP with their State Vendor number. If the participating employee is not set up as a State Vendor, they must submit the Federal W-9 form and the Automated Direct Deposit Authorization Agreement form to vendors@auditor.in.gov.

III. Procedure:

- A. Applying employees shall submit the completed TRP packet to the TRP Committee for approval at least two (2) weeks prior to the start of a course. The TRP packet must be emailed to TRP@idoc.in.gov. An incomplete TRP packet will be denied and a letter sent to the employee.
- B. The TRP Committee shall review, discuss, and approve or deny the application and notify the employee with the written decision and reasons for denial if applicable.
- C. If any of the information in the TRP packet changes (including course changes), it is the participating employee’s responsibility to notify the TRP Committee of the change within three (3) business days. Some changes may require a new TRP packet to be submitted. Failure to notify the TRP Committee of changes may result in denial of reimbursement payment.
- D. If approved, the employee shall submit the completed relevant sections of the Post-Approval TRP Application, a detailed Bursar statement, and a copy of the final grades specific with course identification within thirty (30) days of completion of courses. Any late submissions may be denied reimbursement payment.
- E. If the employee leaves IDOC employment before the completion of approved courses or prior to reimbursement, reimbursement shall not be processed.

F. If the employee is reimbursed for TRP, and leaves IDOC (resigns, retires, transfers to another agency, dismissed) before finishing the required eighteen (18) months of post-employment, the employee shall be obligated to repay IDOC for the course(s) that have been reimbursed on a prorated basis. It is the employee's responsibility to notify the TRP Committee upon their notice of resignation, retirement, transfer, or upon dismissal. The full amount of prorated reimbursement must be repaid, or a payment arrangement set up within two weeks of separation. Any payment arrangement must be completed as soon as possible and not to exceed one year from separation.

G. Any questions or concerns the participating employee has shall be directed to the TRP Committee at TRP@idoc.in.gov.

Please ensure that all appropriate staff members are made aware of, and have access to, this Executive Directive.

If there are any questions regarding this Executive Directive, please contact the TRP Committee at TRP@idoc.in.gov.

signature on file
Robert E. Carter, Jr.
Commissioner