
	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.3.14	
Subject:		Distribution:
Tuition Assistance		All Personnel
Date of Issue:	Expiration Date:	Rescinds:
06-01-2014	Until Amended or Rescinded	Directive: 99-33
References:		
CALEA: 22.2.2; PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of this policy is to establish procedures for employees interested in furthering their education to apply for Financial Assistance from the Township.

POLICY

- A. In accordance with the current collective bargaining agreement, and upon successful completion of approved courses, a percentage of the cost of tuition, fees, necessary books and equipment may be refunded. **(CALEA 22.2.2e)**
- B. Department procedures permit employees to be excused to attend evening courses. Personnel considerations may limit the number of employees attending classes at the same time. Where conflicts exist, the requests will be honored on a first-come, first-served basis.

PROCEDURE

- A. The following steps will be followed in the application process:
 1. Complete the "Higher Education Questionnaire" form ([S&I-6](#)). A separate form must be submitted for each semester whether or not Financial Assistance is requested.
 2. If Financial Assistance is being requested, complete the "Request for Tuition Assistance" form ([S&I-14](#)).
 3. The completed form(s) are to be forwarded through the applicant's chain of command for approval at each level up to the Division Commander.

4. The Division Commander will forward the approved form(s) to the Staff and Inspections Unit.
 5. Staff and Inspections personnel will have the form(s) reviewed by the Superintendent of Police, Human Resources Director, and the Township Manager.
 6. A copy of the approved form(s) will be returned to the employee and his or her Unit Commander. The Staff and Inspections Unit will maintain the original form(s) in an active file.
 7. Upon completion of the course(s), the employee will resubmit the previously approved form(s) listing the final grades and actual costs, less any assistance from any other agencies, along with copies of the final grades and all receipts, to the Staff and Inspections Unit.
 8. The completed form(s) and receipts will be forwarded by the Staff and Inspections Unit to the Human Resources Director for processing.
 9. When final approval for payment is received from the Human Resources Director, one copy will be returned to the employee and the original will be placed in the employee's personnel folder.
- B.** The following steps will be followed in requesting to be excused to attend evening courses:
1. Submit to your supervisor, a complete list of dates during the entire semester that you request to be excused. State the class time and amount of time you request to be excused.
 2. Supervisors are to review their work unit's schedule to determine personnel needs and to determine the impact of the request for time to attend a class.
 3. Supervisors are to forward the request with the results of their review to their immediate superior for authorization.
 4. Watch Commanders or other unit commanders are to review requests for excused time with their division commander to determine whether to approve the request to be excused.
 5. Discretion to grant excused time to attend educational courses rests solely with the Superintendent of Police or his/her designee.