

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4 - EE                      Nonprofit/~~Governmental~~ **Organization** Tuition Reimbursement

The Carbon County Higher Education Center will reimburse tuition, **required fees, and academic support fees** for one three-hour class at Western Wyoming Community College **per semester** for employees and board members of nonprofit organizations located within Carbon County School District #1. **All course/laboratory fees, technology fees, textbooks,** and other expenses are the responsibility of the student.

**Nonprofit/Governmental Organization tuition reimbursement must be requested at the time of registration.** Students must have the written permission of the Director of the non-profit/~~governmental~~ organization to which they belong. The Director of the nonprofit/~~governmental~~ organization will affirm that the student is enrolled in a course of study leading to a degree or certificate or that the course being taken is directly applicable to the student’s role in the nonprofit/~~governmental~~ organization. The ~~non-profit~~ **organization** must be a ~~bone fide 501(c)3 nonprofit or governmental agency organization~~ and CCHEC may require verification for its records. **Students may also be required to provide proof of residency.**

Students must receive a grade of “C” or better in order to be eligible for reimbursement.

The Board of CCHEC will visit this policy annually to set a funding limit. In the event that there are more applications than available funds to accommodate them, reimbursement will be made on a first-come, first-served basis.

Approved February 26, 2009  
**Proposed Revision July 27, 2023**