

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

POLICIES AND PROCEDURES

Section IV – 4 - EE Nonprofit Tuition Reimbursement

The Carbon County Higher Education Center will reimburse tuition for one three-hour class at Western Wyoming Community College for employees and board members of nonprofit organizations located within Carbon County School District #1. Fees, books and other expenses are the responsibility of the student.

Students must have the written permission of the Director of the non-profit organization to which they belong. The Director of the nonprofit 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 organization. The non-profit must be a bone-fide 501(c) 3 organization and CCHEC may require verification for its records. 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

May 3, 2005