

NORTH WHATCOM FIRE AND RESCUE

FIRE DISTRICT POLICY

Number:	0400.0801.00	Date:	2/14/08
Area:	Personnel Management/Training	Page:	1 of 3
Subject:	Tuition Reimbursement	Approved:	

1.0 General

Professional development and continuous learning are necessary to provide and maintain quality service to the citizens of the District. Basic professional development, including the Whatcom County Recruit Academy and the Emergency Medical Technician Basic courses, is a significant expense to the District. The District is committed to providing opportunities for professional development to its members while protecting the public trust through fiscal responsibility.

2.0 Purpose

It is the policy of North Whatcom Fire and Rescue to be accountable to the public for accrued costs associated with tuition-based training classes.

3.0 Scope

This policy shall apply to all North Whatcom Fire and Rescue members where the District agrees to pay for the costs associated with tuition for the member.

4.0 Policy

4.1 The member has the responsibility to attend and perform at a reasonable level while attending any tuition-based training paid for by the District. These performance levels and attendance requirements may be outlined by the course curriculum, or by the following standards set by NWFR:

4.1.1 Performance Level – completion of a course with a passing score of 70% or as outlined by the course curriculum.

4.1.2 Attendance Level – meeting the minimum required attendance as outlined by the course curriculum.

4.2 In the event a member withdraws from a class 14 or more days before the actual start date of the class, the member shall incur no expense of tuition reimbursement. However, in the event a member withdraws from a class and the District cannot reclaim the tuition paid on behalf of the member, that member shall reimburse the Fire District the entire amount of the tuition cost.

4.3 Upon successful completion of the Whatcom County Recruit Academy or Emergency Medical Technician–B Course, it is expected that the member will maintain active

Cancels: New

Revised:

Reviewed:

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membership status for a minimum of one calendar year. If the member is unable to maintain active membership status for the required tenure following course completion, the member will be responsible for reimbursing the District 100% of the cost of tuition.

- 4.4 Prior to payment of tuition by the District, the member will complete Form 0400.0801 Tuition Reimbursement Agreement (Appendix A).

5.0 Control Mechanisms

The Training Division shall be responsible for reviewing the Tuition Reimbursement policies and procedures whenever necessary, but in no instance shall such review be less than annually.

Approved: _____

Commission Chair
North Whatcom Fire and Rescue

Date: _____

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Appendix A - Tuition Reimbursement Agreement

I have read and understand the North Whatcom Fire and Rescue policy 0400.0801 Tuition Reimbursement Agreement dated _____.

As a member of North Whatcom Fire and Rescue, I agree to comply with the provisions of this policy.

Signature: _____

Printed Name: _____

Date: _____

Class Title: _____

Class Tuition Amount: _____

Cancels: New

Revised:

Reviewed: