

# **Concord Fire Dept. Tuition Assistance Program**

The following will define the procedures and requirements in obtaining education/tuition re-imbursement for required classes in obtaining a degree from Kentucky Community and Technical College System (KCTCS), or other approved educational training. Online classes must have prior approval by the fire department board. This program is available to career and volunteer fire fighters with the desire to further their education provided they meet the requirements below.

## **Requirements**

The applicant must meet the following specific guidelines in order to qualify for this program;

1. Must be an active firefighter in good standing with the Concord Fire Dept as determined by the Chief and maintain this active status during the duration of the class.
2. Must be a 150 hour certified firefighter in the State of Kentucky at the beginning of the class.
3. Must be CPR/AED certified.
4. Must have all required NIMS/ICS
5. Must have a minimum of one (1) year active status with the Concord Fire Dept.
6. Must maintain a grade average of a "B" or higher to qualify for re-imbursement.
7. Firefighters will be required to volunteer one (1) ten hour shift a week. 7am to 5pm for a four month period
8. Must provide a two week notice of each shift the individual is going to cover.

## **Applicability**

This program will be overseen by the Concord Fire Dept. Board and the Chief. Upon completion of any required class as part of the individual's degree program, the individual must submit documentation of the final grade and receipts of expenses such as class fees, registration fees and books. Once this information is received, it will be reviewed and verified. Receipts must be copies of original papers received from the educational facility. Individuals MUST provide documentation if they are also receiving assistance elsewhere. i.e. grants, financial aid, student loans etc. Handwritten receipts of self-noted expenses will not be considered for re-imbursement. Once all documentation has been received and verified, the Chief will verify the individual meets all requirements. The Chief will then sign-off on the documentation and forward it to the Board for re-imbursement. A maximum re-imbursement of \$1,000.00 per semester, per

student. There will not be any pre-payment made for any class. If upon the review of the re-imbursement request it is found that the member does not meet the requirements, the request will be denied. The member requesting will be notified and the reason for denial will be explained.

Requests for re-imbursement must be done within 45 days of completing the course. Any requests made after this time will automatically be rejected. The Tuition Re-Imbursement Form should be completed for submission.

Individuals must have completed the one (1) voluntary shift per week requirement before the completion of the class. A daytime uniform will be provided to the individuals participating in the Tuition Assistance Program. During shift there will be work details to be completed as well as some training.

All Concord Fire Dept. SOP's and SOG's are to be followed accordingly while individuals are on shift under the Tuition Assistance Program.