

Tuition Reimbursement Request – Outside Institutions

AAPF ☐

CCMSA ☐

FACCM ☐

Chairperson/Asst. Chair. ☐

Mgmt./CASS ☐

Seeking a: ☐ Bachelor's Degree ☐ Master's Degree ☐ Doctorate

Please provide your department's 5 digit account #: _____

Employee Name:

Position:

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Institution Name:

Tuition Cost Paid Per Credit:

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Credits Requested: ____

Semester: ☐ Winter ☐ Spring ☐ Summer ☐ Fall Year: ____

Course 1:		Course Dates:	
Course 2:		Course Dates:	
Course 3:		Course Dates:	

Rationale: How is the coursework related to the employee's job?

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I hereby verify that I have not received any financial assistance from any other sources, including grants, scholarships, stipends, etc. on behalf of this tuition reimbursement request and the tuition expenses submitted have been entirely paid for by me.

Management Employees Only: I understand that if I leave employment with the college within 1 year of attaining my degree and receiving a \$1,400 salary increment, I will be responsible for repaying 100% of the tuition reimbursement I have received in the last two years immediately prior to receiving the increment. If I complete 1 year of service but less than 2 years, I will be responsible for repaying 50% of that amount. A copy of the policy outlining this requirement has been given to me.

Employee Signature: _____

Date: _____

Please check with your tax advisor to determine if you are liable for taxes on this benefit.

Approvals		Date
AAPF		
Vice Pres.	_____	_____
CCMSA		
Dept. Head	_____	_____
Vice Pres.	_____	_____
Chair / Assist Chair		
Div. Dean	_____	_____
Vice Pres.	_____	_____
Mgmt. / Mgmt. Sup.		
Vice Pres.	_____	_____
President	_____	_____
FACCM		
Div. Dean	_____	_____
Vice Pres.	_____	_____

Filing Requirements		
	Division Approvals	Transcripts/Bills to HR
AAPF	All requests must be approved prior to beginning coursework.	All transcripts and tuition bills must be presented by June 30th.
Chair / Asst Chair		
Mgmt / Mgmt Sup		
CCMSA / FACCM:		
Fall	Oct 1	Mar 1
Spring	Feb 1	Jun 24
Summer	Jun 1	Aug 31
Failure to present documentation within the required timeframes shall exclude the employee from eligibility even though prior approval was obtained.		