

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
APPLICATION FOR TUITION REIMBURSEMENT**

A. Application for Approval

Tuition reimbursement is requested to attend the following course(s). Collin College will reimburse eligible expenses for full-time employees after successful completion of each class, up to \$400 per fiscal year (September 1 through August 31). **(THIS FORM MUST BE APPROVED BY THE Employee's Supervisor and approved by the appropriate Vice President, Vice President/Provost, Senior Vice President, or President before the BEGINNING OF CLASS.)** Please follow instructions included within this document.

Employee Name: _____ **Job title and Division:** _____

Name of College Attending: _____ **Current Semester:** _____ **Degree Being Pursued (if applicable):** _____

_____ **Start** _____ **End** _____

Name of Course(s): _____ **Number of Credit Hours:** _____

Time & Days of Class(s): _____ **Collin College Continuing Education:** _____

Please explain how the course(s) are directly related to your current or prospective job duties.

Current

Costs

Tuition: _____

Fees: _____

TOTAL: _____

☐ Requesting \$_____ tuition reimbursement.
(\$400 Maximum/Person per fiscal year)

☐ Requesting 3 paid hours per week to attend class.*
(see attached schedule proposal, if applicable)

☐ Requesting adjusted work schedule to attend class.*
(see attached schedule proposal, if applicable)

***Does not apply to distance education courses.**

Resources Information

Report below any financial assistance you expect to receive during the semester for which you are requesting tuition reimbursement. Include assistant from financial aid, third party billing, scholarships, etc.

_____ \$ _____

_____ \$ _____

Employee Signature

Date

EMPLOYEE: Submit ALL copies to supervisor – BEFORE BEGINNING OF CLASS.

B. Approval of Application

_____ Approval – The school and course(s) meet criteria; application for tuition reimbursement is authorized.

_____ Approval – The school and course(s) meet criteria; request for 3 paid hours per week to attend class is authorized.

_____ Approval – Adjusted schedule is approved.

Supervisor Signature

Date

Vice President / VPP / SVP / President

Date

C. Application for Payment

Attached is evidence of successful completion of the course(s) {a grade report or transcript showing a "C" or above} **AND** appropriate receipts detailing tuition, fees, and payment. Paperwork **AND** Class must be complete before reimbursement is made.

Employee Signature

Date

Return **ALL** required paperwork to supervisor and then forward to the appropriate Vice President, VPP, SVP and/or President.

D. Approval for Payment

Supervisor Signature

Date

Vice President / VPP / SVP / President

Date

AFTER FINAL APPROVAL COPIES TO BE DISTRIBUTED:

Business Office for processing payment
Human Resources for employee records
Employee copy

Application for Tuition Reimbursement Instructions

Employees may request, after **three months** of eligible employment, participation in the Collin College tuition reimbursement program.

Eligible courses for reimbursement are limited to credit courses and up to **6 hours** of research course credit (including dissertation hours) from regionally accredited institutions or Collin College continuing education courses, **which are directly related to current or prospective job duties.** . “**Prospective job duties**” **does not include development toward a career path position, but does include development for duties that are planned in the existing position.** **In addition, not all courses in a related degree plan are eligible for reimbursement.**

- **Example:** Adding budget responsibilities to a job description might allow reimbursement for an accounting course.
- **Example:** History would not be eligible for reimbursement.
- **Example:** English courses, as well as Spanish and Developmental Writing, Developmental Reading, and most math courses might be eligible for reimbursement.

Employees may elect to enroll in a credit class on an audit basis and request reimbursement of the tuition as well as the audit fee. Completion of a course must be documented before any reimbursement can be processed.

- To receive reimbursement for tuition and fees, ***approval must be obtained from the appropriate supervisor prior to registering for an eligible course***. Maximum reimbursement for full-time employees is \$400 each fiscal year (Sept. 1 – August 31).
- Employees may use up to three paid hours per week of regular work time to take an eligible course. These three hours are not approved for distance education courses. In addition, study groups and study time is not eligible for the three paid hours. Hours to be paid as work time for non-exempt employees should be recorded on the time sheet as “paid class time.”
- Time off may also be granted for what is considered a reasonable drive time to Denton, Commerce, Arlington, etc. for a 5 p.m., 5:30 p.m., or 6 p.m. class.
- At the supervisor’s discretion, any or all benefits listed on the Application for Tuition Reimbursement may be approved.

Prior to enrolling in a course, sections A and B of the approval sections of the Application for Tuition Reimbursement form should be completed.

Within 60 days after completing the course (a grade of C or better is required) a copy of the original tuition and fee receipt, along with grade documentation should be submitted with the reimbursement form to the appropriate supervisor.

Reimbursement is made after receipt of all documentation and the completed reimbursement form with appropriate signatures.

To ensure course eligibility and appropriateness to current position, each course needs to be evaluated by the appropriate Vice President, VP/Provost, SVP, or the President.

With prior documented supervisory approval, staff members may also take classes during work hours and adjust the regular work schedule to make up any lost time. Documentation of the adjusted work schedule should be forwarded to the Human Resources Office for inclusion in the employee’s personnel file.

NOTE: Reimbursement requests, which are submitted without the appropriate advanced approvals, will not be processed and the employee will not be reimbursed for the cost of the course.