Application for Tuition Reimbursement Instructions

Eligibility:

Regular full-time employees may request, after three months of eligible full-time employment, to participate in the Collin College tuition reimbursement program.

Eligible courses for reimbursement are limited to college credit courses at any regionally accredited U.S. institution of higher education. **Reimbursement procedures are outlined below and require a C or better in any eligible course where reimbursement is requested.**

- Regular full-time employees within one calendar year of being placed on a Level 2 disciplinary action are not eligible to participate.
- Tuition reimbursement cannot be approved for a grant-funded employee unless funds from the grant are available and approved for such reimbursement.
- Tuition reimbursement is not available for temporary full-time employees or part-time employees.
- Tuition reimbursement is not available for noncredit or continuing education courses.

Enrollment:

Prior to enrolling in a course, sections A and B of the Application for Tuition Reimbursement should be completed, including the signature of the direct supervisor and appropriate Executive Leadership Team Member. When the form is emailed to the supervisor for signature, carbon copy (CC) TrainingAndDevelopment@Collin.edu.

With prior documented supervisory approval, staff members may take classes during work hours and adjust their regular work schedule to make up for any lost time. Approval for schedule adjustments to attend class is at the supervisor's discretion and based on operational coverage and needs.

Reimbursement:

The maximum reimbursement for full-time employees is $2,400 each fiscal year (Sept. 1-Aug. 31) for credit courses beginning in or after Fall 2023.

Within 30 days of completing the course (a grade of C or better, or a P for Pass/Fail courses, is required), a copy of the original tuition and fee receipt and grade documentation should be submitted with the reimbursement form to the appropriate supervisor and Executive Leadership Team Member for approval of payment (sections C-D).

The reimbursement request is made by the employee, via a Workday spend authorization, after receipt of all documentation and the completed reimbursement form with appropriate signatures.

Employees who submit and receive reimbursement for coursework agree to remain at Collin College for a minimum of three months following reimbursement. If the employee voluntarily departs from Collin College prior to three months following reimbursement, the employee will be responsible for full repayment of this benefit.

Roles and Responsibilities:

Any employees wishing to request tuition reimbursement must adhere to the request process as detailed in this procedure and outlined in the application. All employees are required to comply with college requirements related to work duties, performance, schedule adherence, and Collin core values expectations.

All requirements must be met prior to final submission for payment. Contact TrainingAndDevelopment@Collin.edu with questions.

Supervisors should be consistent in application and demonstrate clear communication with the procedures outlined herein and with the guidance and training provided by the Training and Development Team. Supervisors must ensure business and service continuity is provided to all college stakeholders and operational needs of their area are maintained. If application of this procedure provides any challenges, supervisors should reach out to their leadership and the Training and Development Team to assist in facilitating a successful resolution to inquiries.

COLLIN COLLEGE EMPLOYEE APPLICATION FOR TUITION REIMBURSEMENT

A. Application for Approval *Step 1: Completion required before class starts.*
This form must be approved by the employee's supervisor and appropriate Executive Leadership Team Member before class begins.
Please download and open this form with Adobe Acrobat to complete and sign digitally.

Employee Name: _____CWID: _____ Collin Email: _____

Job Title and Division: _____ Department/Division: _____

Name of Institution Attending: _____

Degree/Major Pursuing (if applicable): _____

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

Start Date of Course(s): _____ End Date of Course(s): _____ Time/Days of Course(s): _____

Please check all that apply and provide further detail.

Requesting $_____ tuition reimbursement for credit courses at a regionally accredited U.S. institution of higher education. **($2,400 maximum per fiscal year)**

Tuition: $_____

Fees: $_____

TOTAL: $_____

Requesting an adjusted work schedule to attend courses.*

*Approval for schedule adjustments to attend class is at the supervisor's discretion and based on operational coverage and needs.

Acknowledgment

Employees who submit and receive reimbursement for coursework agree to remain at Collin College for a minimum of three months following that reimbursement. I acknowledge that if I voluntarily depart from Collin College prior to three months following reimbursement, I will be responsible for full repayment of this benefit. *Repayment may be collected from my final paycheck or as agreed upon with Payroll.*

I acknowledge that taking a course that does not meet eligibility requirements may result in denial of tuition reimbursement, even if approved by my supervisor and Executive Leadership Team Member.

I acknowledge that I must adhere to the request process as detailed in this application. I also acknowledge that I will comply with college requirements related to work duties, performance, schedule adherence, and Collin core values expectations.

_____
Employee Signature   Date

B. Approval of Application *Step 2: Completion required before class starts.*
Once Part A is completed, email the form to your supervisor and carbon copy (CC) <u>TrainingAndDevelopment@Collin.edu</u>.
Failure to obtain all signatures in Part B prior to the start of class may result in the reimbursement request being denied.

* Approvals for schedule adjustments to attend class are at the supervisor's discretion and based on operational coverage and needs.

_____   _____
Supervisor Signature   Date   Executive Leadership Team Member   Date

C. Application for Payment *Step 3: Completion required after class ends and before Workday submission.*

Attach 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. The course and these documents must be complete before reimbursement is made.
Return ALL required paperwork to supervisor and then forward to the appropriate Executive Leadership Team Member.

_____
Employee Signature   Date

D. Approval for Payment *Step 4: Completion required after class ends and before Workday submission.*

_____   _____
Supervisor Signature   Date   Executive Leadership Team Member   Date

**AFTER FINAL APPROVAL, the employee must <u>create a spend authorization</u> in Workday and upload the completed for with all signatures in Sections A-D, payment receipt, and grade report.