

JOHNSON COUNTY COMMUNITY COLLEGE
FULL-TIME EMPLOYEE APPLICATION FOR TUITION REIMBURSEMENT
NON-JCCC CREDIT COURSES

Guidelines:

1. A full-time regular, non-bargaining unit employee will be reimbursed for 50% of the amount of tuition and required course fees, up to a maximum of \$1,000.00 per semester, for any credit course(s) (excluding courses involving sports, games or hobbies which involve the use of athletic facilities or equipment and/or are recreational in nature) taken at an accredited college or university, provided that the employee is employed in a full-time regular position at JCCC on the first day and last day of the class. An exception to the maximum amount reimbursed may be made upon authorization of the JCCC president, for employees attending classes while on approved, paid college leave.
2. The Request for Reimbursement form must be approved by the employee's immediate supervisor *prior* to course enrollment. Courses eligible for reimbursement must be determined by the supervisor to be related to the employee's current college position, or which are designated to enhance the employee's future job performance at the college.
3. Tuition reimbursement shall only be made upon certification of successful completion of the course, which is defined as earning a grade of "C" or better, or a "Pass" in a pass/fail course. Withdrawals, incompletes, non-credits, audits, APL, CLEP, GED or similar courses are not eligible for reimbursement.
4. The employee shall be responsible to schedule class and class preparation time in such a way that it does not interfere with working hours or job performance.
5. In order to receive tuition/fees reimbursement, the employee must submit to the Office of Human Resources the approved Request for Reimbursement form, a copy of appropriately marked paid receipts, and a copy of the grade report showing successful completion of the course(s) within one calendar year from the beginning of the semester in which the class was completed. The cost of books, supplies, tools and other related educational expenses are not eligible for reimbursement.
6. It is intended that this benefit will be administered by the College in accordance with Internal Revenue Code section 127. Any tuition reimbursement provision not specifically addressed in these guidelines shall be administered according to the "Tuition Reimbursement and Educational Assistance" procedure.

Employee Name _____ JCCC ID # _____

Address _____ Phone # _____

Total Number of Credit Hours Enrolled _____ Tuition and Fee Amount _____

(Attach copy of appropriately marked paid receipts and copy of grade report for reimbursement requested.)

Have you previously completed a Bachelor's Degree? _____ No _____ Yes Date completed: _____

I certify that this request is made in accordance with the college's Tuition Reimbursement and Educational Assistance program, and that this tuition is not funded with any other sources such as scholarships or grants.

Employee Signature Date Work Extension

I have reviewed the above tuition reimbursement request, and I have determined that the courses taken are related to the employee's current college position, or are courses which are designated to enhance future job performance at the college.

Supervisor's Signature Date

FOR OFFICE USE ONLY:

Human Resources _____ Reimbursement Authorized _____
Approved/Date