

FULL-TIME EMPLOYEES/PART-TIME CREDIT INSTRUCTORS

INSTRUCTIONS FOR JCCC CLASSES

TUITION REIMBURSEMENT RECEIPTS & GRADES

To find the correct JCCC receipt:

- The student must log in to “MyJCCC”.
- Select the **MyFinances** tab – it should sign you in automatically, but you may need to click to sign in and then sign in again using your MyJCCC username and password.
- Click the **eStatement** tab and use the drop-down box to select the statement that you are looking for (these dates are according to the processing date and not your payment date).
- Click **Select**. *If this document doesn't pop up in a separate window, you do not have the correct document and you will need to click to temporarily enable pop-ups to get the correct document.* Please make sure that you select the copy that shows the tuition charge and the payment for tuition.
- Print this document. It must have the student's name, the terms paid for, and show the tuition charge and payment for tuition listed on the statement. The eStatement is also emailed to the students at their student email account.
- Attach it to your completed tuition reimbursement form.

To find the JCCC grades:

- The student must log in to “MyJCCC”.
- Select **My Records**.
- Select **Final Grades**.
- Use the drop-down box to select the semester in which you are seeking reimbursement. This document must show the name of the student, the correct term of enrollment and the student's final grades.
- Print this document and attach it along with your completed tuition reimbursement form.

**APPLICATION FORM
LOCATED BELOW**



**JOHNSON COUNTY COMMUNITY COLLEGE APPLICATION FOR
TUITION REIMBURSEMENT FOR JCCC CLASSES FOR FULL-TIME
REGULAR EMPLOYEES AND ADJUNCT INSTRUCTORS**

Guidelines:

1. A "Student," for purposes of tuition reimbursement, shall mean the employee or a spouse or any dependent that is currently claimed for federal tax reporting.
2. To be eligible for tuition reimbursement, a full-time employee must be continuously employed by the college on the Student's first day and last day of the class.
3. An eligible adjunct instructor shall be defined as a part-time credit instructor who has completed **teaching or working a minimum of two semesters** and is currently teaching one or more credit courses. Tuition reimbursement may only be requested by an adjunct instructor during a semester in which he or she is actively employed by the college on the first and last day of class.
4. The amount of reimbursement shall equal tuition plus required course fees. The cost of books, supplies and travel fees are not eligible for reimbursement.
5. The amount of tuition reimbursement will be paid at the Johnson County resident rate. You may check your residency status with the Admissions Office, ext. 3731.
6. 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, non-credits, audits, APL, CLEP or incompletes are not eligible for reimbursement.
7. Completed paperwork must be received in the Office of Human Resources within one calendar year from the beginning of the semester in which the class was completed. Reimbursement for mini-sessions is not paid until the end of the semester of which the mini-session is a part. Tuition reimbursement will be made by the Accounts Payable department and will be paid via direct deposit to employee's bank account. You need to have your Automated Clearing House (ACH) information on file with Accounts Payable or your reimbursement will be held until you do so.
8. Any tuition reimbursement provision not specifically addressed in these guidelines shall be administered according to the "Tuition Reimbursement and Education Assistance" procedure.

EMPLOYEE SECTION:

Employee _____ JCCC ID # _____

Employee Status: _____ Full-time _____ Part-time

Student _____ Relationship _____ JCCC ID # _____
(if different from above)

Address _____ Phone # _____

Total number of credit hours enrolled: _____ Tuition and fee amount: _____ Original Payment Method:
 Cash or Check

Indicate the semester you are applying for: Spring _____ 20____ Summer _____ 20____ Fall _____ 20____
(Check only one) Other _____

After the Employee Section has been completed and signed by the employee, the tuition reimbursement application must be submitted to the Office of Human Resources **with a copy of appropriately marked paid receipts and a copy of grade report for reimbursement requested.**

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*

FOR OFFICE USE ONLY:

Human Resources: _____
Verified by *Date*

Amount Due _____

Credits allowed (if adjunct instructor) _____

Account Number: 0201-6203-53122-62