JOHNSON COUNTY COMMUNITY COLLEGE APPLICATION FOR TUITION ASSISTANCE FOR JCCC CLASSES FOR FULL-TIME EMPLOYEES, ADJUNCT INSTRUCTORS AND PART-TIME REGULAR EMPLOYEES

Guidelines:

- 1. To be eligible for tuition assistance, an employee must be continuously employed by the college on the student's first day of the class.
- An eligible adjunct instructor shall be defined as a part-time credit instructor who has completed **teaching or** 2. working a minimum of two semesters and is currently teaching one or more credit courses. Tuition assistance may only be requested by an adjunct instructor during a semester in which he or she is actively employed by the college on the student's first day of the class.
- A part-time regular employee and each of their eligible dependents can receive tuition assistance equivalent to up 3. to 3 credit hours each semester. Any tuition amount in excess of 3 credit hours will be the responsibility of the student.
- The amount an employee and their eligible dependents can receive in tuition assistance is limited to tuition and 4. fees for credit courses.
- Completed paperwork must be received in the Office of Human Resources (GEB 274) **no later than one** 5. week prior to the semester's deadline for tuition payment.
- Any tuition assistance provision not specifically addressed in these guidelines shall be administered according to 6. the "Tuition/Educational Assistance" procedure.

Student must be enrolled prior to submitting this application					
EMPLOYEE SECTION:					
Employee		JCCC ID #			
Employee Status: Full-Time Adjunct	Part-Time Regular	Student Part-Tin	ne Temporary	7	
Student		JCCC ID #			
<i>(if different fromabove)</i> Is the student enrolled in the College Now Program?	Yes No				
Employee Email Address Employee Phone #					
Year and Semester of Enrollment Year	Semester: Fall	Winter	Spring	Summer	
Total number of credit hours enrolled	_				
I certify that the student shown above, if my spous Revenue Code.	e or dependent child	d, meets the requi	irements und	der Section 132 (h) of the Internal	
Employee Signature Dat	e				
FOR OFFICE USE ONLY:					
Human Resources					
Verified by	Date				
Credits allowed (if adjunct instructor)					
08/19					