

# Coconino Community College

## TUITION REIMBURSEMENT BENEFIT

**Note:** This form must be submitted for approval prior to registering, in order for the proposed class(es) to qualify for reimbursement. Pre-approval must include the employee's, the Human Resources Department and the appropriate Vice President or Dean. This form will be held in the Human Resources department after pre-approval has been obtained, until the course is completed.

**CHECK ONE:**  FALL  SPRING  SS1  SS2 **OTHER:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_

EMPLOYEE INFORMATION		
Employee: _____ <small>(Please Print)                      Last                      First                      Middle</small>		Employee Social Security No./ID No.: _____
Position Title: _____		Department: _____
Phone Extension: _____		E-mail Address: _____
PURPOSE OF COURSEWORK		
<b>CHECK ALL THAT APPLY:</b> <input type="checkbox"/> Bachelors Degree Program <input type="checkbox"/> Work Related <input type="checkbox"/> Specialized Program <input type="checkbox"/> Professional Program <input type="checkbox"/> Masters Degree Program <input type="checkbox"/> Teacher Certification <input type="checkbox"/> College Transfer <input type="checkbox"/> Other: _____ <input type="checkbox"/> Doctoral Program <input type="checkbox"/> Certificate Program		
COURSEWORK INFORMATION		
<i>NOTE: Up to 9 hours per fiscal year may be eligible for reimbursement.</i>		
CREDIT HOURS	COURSE TITLE	DAY AND TIME
<b>Name of Accredited Institution of Higher Learning:</b> _____		
<b>NOTE: <u>This form is subject to audit.</u></b>		
<b>REQUIRED PRE-APPROVAL SIGNATURES:</b>		
Employee: _____	Date: _____	
Supervisor: _____	Date: _____	
Vice President/Dean: _____	Date: _____	
Human Resources Authorization: _____	Date: _____	

## **Tuition Reimbursement Benefit**

### **420.3.1 Purpose:**

The purpose of the Tuition Reimbursement Benefit is to encourage full-time, regular College employees to pursue professional development through continuing education.

### **420.3.2 Employee Eligibility:**

Regular, full-time employees are eligible for the Tuition Reimbursement Benefit. Adjunct faculty, classified staff employees serving a probationary period, regular part-time employees, work study employees and temporary employees are not eligible.

An employee must be employed in a regular full-time status by the first day of the proposed class, in order to be eligible for this benefit.

To be eligible for Tuition Reimbursement, an employee must be in good standing with the College, and not have been involved in any disciplinary action for the previous 12 months.

### **420.3.3 Scope of Benefit:**

This benefit allows eligible employees to be reimbursed up to \$125.00 per credit hour, for a maximum of 9 hours per fiscal year conditional on a final grade of A or B (or equivalent).

### **420.3.4 Course Eligibility:**

For a class to be eligible for reimbursement it must meet both of the following criteria:

1. The class must be job-related, as determined by the supervisor.
2. The class must be taken from an accredited institution of higher education.

### **420.3.5 Job Relatedness:**

Job relatedness is determined by the supervisor and will normally be defined by the following:

1. Whether the completion of the class will further the employee's skills and abilities in the employee's current position.
2. Whether the class is part of a degree program that is related to the employee's position.
3. Whether the completion of the class or degree program is a part of the employee's professional development plan as documented in the employee's performance appraisal.

### **420.3.6 Reimbursement:**

Full-time, regular employees are eligible to be reimbursed up to \$125 per credit hour. Reimbursement may apply only to tuition and mandatory fees. Mandatory fees are those fees required for enrollment. Textbooks are not considered mandatory fees.

Reimbursement will not apply to any fee already covered by a grant, scholarship, assistantship or other form of financial assistance.

The reimbursement may be taxable, based on IRS regulations.

### **420.3.7 Procedures**

Tuition Reimbursement Request Forms are available from the Human Resources Department. This form must be submitted for approval prior to registering, in order for the proposed class(es) to qualify for reimbursement.

Pre-approval must include the employee's supervisor, the Human Resources Department, and the appropriate Vice President or Dean.

The Tuition Reimbursement Request Form will be held in the Human Resources Department after pre-approval has been obtained, until the course is completed.

For an employee to receive reimbursement, the following must be submitted after the end of the class to the Human Resources Department. Documents must be received within two weeks of final grades being posted:

1. Receipt of tuition cost or other mandatory fees.
2. Proof of payment of tuition costs or other mandatory fees.
3. Copy of final course grades (A, B or equivalent).

Upon receipt of these, the Human Resources Department will forward the original Tuition Reimbursement Request Form and the attached documents to Accounts Payable to initiate reimbursement.