

# PROPOSAL FOR TUITION REIMBURSEMENT

Name: _____	Date: _____
Department/Division: _____	
Accredited four year Institution: _____	
Address: _____	
City: _____	State: _____ Zip: _____
Phone Number: _____	
Course Name: _____	
Course Number: _____	
Term or Date of Enrollment: _____	
Total Credit Hours: _____	
Improvement anticipated: _____	
_____ Reimbursement will be requested.	
_____ Advancement on the salary schedule will be requested.(Faculty Only)	

The Tuition Reimbursement Policy is intended to reimburse actual tuition expenses that the employee has incurred up to the designated per credit hour rate at an accredited four year institution. Prior approval by the appropriate supervisor and the Director of Human Resources is required and must be obtained before taking the desired coursework. Complete Part 1 and 2 of this form and follow Steps One through Four of the Tuition Reimbursement Policy Procedures (found on back).

I am requesting reimbursement for **actual tuition expenses** that I have paid in the amount of \$ \_\_\_\_\_.

Please list all forms and dollar amounts, if any, of financial assistance:


Signature of Employee \_\_\_\_\_

I, \_\_\_\_\_, hereby certify that the above class does not interfere with the normal contractual hours of the employee listed above.

_____ Approved	_____ Denied	_____ Supervisor	_____ Date
_____ Approved	_____ Denied	_____ Director Human Resources	_____ Date

## **Tuition Reimbursement Policy**

Full-time employees may request consideration for remuneration of tuition expenses at an accredited four-year institution. Expenses will be figured per semester credit hour and reimbursed up to a maximum rate as established in Procedures. Prior approval by the respective supervisor and the Director, Human Resources, and evidence of successful completion are required. Tuition reimbursement forms must be completed prior to the beginning of the class and are available in the Human Resources office.

Effective July 1, 1982, College reimbursement will not be granted for additional training or credits earned which qualifies the faculty member for a new assignment or position.

No reimbursement will be provided for credit or training which is obtained at College expense or which conflicts with a day of service, as defined by Board Policy 4013.

Full-time faculty members who meet the requirements for salary range advancement will be granted a salary increase subject to deduction or repayment, whichever applies, at the current educational reimbursement rate, for any college reimbursement received since October 1, 1979, and thereafter. The form Application for Salary Range Advancement, available in the Human Resources office, must be filed prior to March 15 of the ensuing school year when salary range advancement is expected. See also Board Policy #4051.

### **Procedure**

The maximum credit hour tuition reimbursement is \$160.00 per semester credit hour effective January 1, 2011.

# DANVILLE AREA COMMUNITY COLLEGE

## Tuition Reimbursement Policy Procedures

### **Step One:**

Review the DACC Tuition Reimbursement Policy. This policy is stated on the Tuition Reimbursement application, is in your supervisor's Board Policy manual and is available at [www.dacc.edu/board-policy/index.php?id=4001](http://www.dacc.edu/board-policy/index.php?id=4001)

### **Step Two:**

Complete the Proposal for Tuition Reimbursement form. This is available in the Human Resources office or at HR website: [www.dacc.edu/intra/forms/](http://www.dacc.edu/intra/forms/)

### **Step Three:**

Obtain your supervisor's signature as well as the Director of Human Resources. Your request is only approved after both signatures have been obtained.

### **Step Four:**

Once you have completed the course, submit a completed Request for Payment and a transcript reflecting the completion of your coursework.

If you have ANY questions, please call me (#756) or e-mail me: [jcranmore@dacc.edu](mailto:jcranmore@dacc.edu).

saved: Tuition Reimbursement Fall 2010