

Tuition Reimbursement Application

Tuition reimbursement funding is used to reimburse employees for the cost of tuition for classes taken at regionally accredited institutions. The classes must be related to maintaining or improving employee skills.

Eligibility

Any full-time employee is eligible for tuition reimbursement if the classes are directly related to the employee's job duties and are taken at a regionally accredited institution.

Reimbursement will be made in the order of the approval of classes until the fund is exhausted.

Application to Participate

Employees must apply for approval for a specific class at least fourteen (14) days before it begins. The amount of tuition reimbursement shall be based on the amount of tuition expense incurred by the Employee and will be made within fourteen (14) days of the submission of the official verification that the class was completed with a passing grade and verification of the cost of tuition.

G. Reimbursement

The tuition reimbursement must be approved in advance by the College. The employee is to pay all the expenses connected with a class prior to applying for reimbursement. Upon satisfactory completion of the class and in accordance with the provisions that follow, the College will reimburse the employee for tuition.

1. Classes must be taken at an accredited institution.
- 2.

TUITION REIMBURSEMENT REQUEST

(Form must be completed and submitted for approval 14 days before a course begins)

Employee Name: _____ Date: _____

College/University attending: _____

Course title/number: _____

Term began: _____ Course grade: _____
(please include/attach certification)

Term ended: _____

Date course was completed: _____

Applied to a degree? Yes ___ No ___

Cost of Course \$ _____ per credit hour = \$ _____ (TOTAL COST)

Hours completed: _____ Academic Field: _____

Degree program in which currently enrolled: _____

I have been provided a written copy of the Southern State Community College Tuition Reimbursement Benefit. I realize that should I leave the College, I will be responsible to repay Southern State Community College for any tuition reimbursement as outlined in the Tuition Reimbursement Procedures.