

**Northeast State Community College**  
**Faculty and Staff Tuition Reimbursement Program**  
 (Form must be returned to the HR Office with all approvals before classes begin)

Employee Name: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Highest degree *currently* held:  Associate's  Bachelor's  Master's  Doctorate Degree/Area: \_\_\_\_\_  
 (Ex. Business, English, Nursing, etc.)

**Tuition Reimbursement Program – up to 6 additional credit hours per term**

Institution: \_\_\_\_\_ Term: \_\_\_\_\_

Course (Ex. CHEM 1010)	Title (Ex. Chemistry I)	Hours/CEUs	Class period (days and time) (Ex: T/TH 9-10 a.m.)

Alternate work schedule requested:  Yes  No If yes, attach schedule

This course of study enhances the employee's value to the home institution as defined below (check one):

- Support for the pursuit of a doctorate or other terminal degree
- Support for an employee pursuing a degree below the doctorate in a job-related professional or technical area
  - Master's  Bachelor's  Associate's  Certificate
  - Degree or Certificate/Area: \_\_\_\_\_
- Support for an employee training or retraining to enhance expertise needed by the institution
- Other (explain): \_\_\_\_\_

Total reimbursement requested: \$ \_\_\_\_\_ Reimbursement may not exceed eligible fees for a maximum of six credit hours per term. Maximum of four terms per year. Refer to [TBR Guideline P-130](#) and [NeSCC Policy 05:01:02](#) for additional requirements.

By requesting support for tuition reimbursement, I agree with the stipulations listed in a-f below:

- a. The recipient, unless retired, shall be required to be employed by the institution for not less than one month of full-time employment for each month of the term of participation in the reimbursement program.
- b. Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for continued participation in the reimbursement program.
- c. Courses should be scheduled in counsel with supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work hours unless use of leave or other arrangements have been approved by the supervisor prior to enrolling in the course.
- d. I will notify Student Financial Aid Services of this financial assistance.
- e. If attending a TBR or UT system institution the Application for Fee Waiver **MUST** be used first. The reimbursement form should be used for additional classes.
- f. I hereby authorize NeSCC to review my student record to determine satisfactory completion of coursework.

I have read and fully understand the requirements (as detailed in the appropriate sections of [TBR Guideline P-130](#) and [NeSCC Policy 05:01:02](#)) related to my above stated request for educational assistance, including stipulations related to future use of the program, proof of satisfactory course completion, provision of receipts for reimbursement requests, and stipulations related to payback provisions.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

- Employee meets the program requirements for the above stated request.
- Employee does not meet the program requirements due to: \_\_\_\_\_

Date of Employment \_\_\_\_\_ % of Employment \_\_\_\_\_

\_\_\_\_\_  
Director of Human Resources Records

\_\_\_\_\_  
Date

I recommend approval of the above request and have addressed scheduling issues related to the employee's attendance in the classes detailed in the above request. I affirm that this request has been budgeted and that funding is available to cover the expenses.

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervising Vice President's signature

\_\_\_\_\_  
Date

- Approved
- Disapproved due to: \_\_\_\_\_

\_\_\_\_\_  
President's signature

\_\_\_\_\_  
Date

After president's signature, return form to the Human Resources Office. Copies will be scanned to the employee, CFO, and Director of Budgeting and Grants.

**NOTE TO EMPLOYEE:** Upon successful completion of course(s), the employee must submit a memorandum to Human Resources requesting reimbursement for the course. A copy of this form, the student invoice showing the amount paid for the course, and the transcript showing successful completion of the course must accompany the memorandum. Successful completion is defined as a B in graduate courses and a C in undergraduate courses.