# External Tuition Reimbursement Form

## Employee Information

<table>
<thead>
<tr>
<th>Name</th>
<th>First</th>
<th>Middle</th>
<th>Last</th>
<th>Employee ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Employment Information

<table>
<thead>
<tr>
<th>Campus</th>
<th>Department</th>
<th>Phone Ext</th>
<th>Hire Date</th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
</table>

## List Each Course to Be Taken

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Semester</th>
<th>Cost</th>
<th>Start Date</th>
<th>End Date</th>
<th>Day of WK</th>
</tr>
</thead>
</table>

## External Tuition Reimbursement Policy

A. Regular employees, after completing 12 consecutive months of service with the college, are eligible to apply for reimbursement of tuition for courses at an accredited institution for the purpose of earning a higher degree. The degree does not have to be directly job-related.

B. Certificates or CEU's relevant to the employee's primary position (job-related) must be submitted for pre-approval through the Business Office, then to their Campus Chief Exec Officer. Job-related means you have met the minimum educational requirements for your job when hired but your employer may require you to get more education. This additional education is qualifying work-related education if one of the following requirements are met:

1. It is required for you to keep your present salary, status, or job.
2. The requirement serves a business purpose of your employer.
3. If your education is not required by your employer, it is qualifying work-related education if it maintains or improves skills needed in your present full time position. This could include refresher courses, courses on current developments, and academic or vocational courses taken after high school. If the minimum requirements for your position change after you were hired, any education you need to meet the new requirements can be qualifying education.

C. Effective September 1, 2007, an annual fund shall be set aside for tuition reimbursement pertaining to pre-approved courses taken outside the Community College of Allegheny County. Employees may apply for initial tuition reimbursement up to $3,000 per year. No later than November 15, whatever monies remain in the tuition reimbursement fund from the previous Sept 1 - Aug 31 period shall be prorated among employees to pay up to 100 percent of the tuition for the first two courses or their equivalent in professional training. Any monies which remain at that time shall be prorated among all employees who took more than two courses or their equivalent in professional training, up to 100 percent of their tuition. Employees are encouraged to submit course expenses in excess of their limit to be eligible for the pro-ration should there be one.

## Prior to Registration

**Instructions**

- Employee:
  - Submit completed form to your Business Office BEFORE REGISTERING

- Business Office:
  - Verify hire date and full vs part time status
  - Upon approval - submit to Campus Chief Exec Officer or President for final approval

## Campus Chief Exec Officer or President:

- Review for approval and sign
- If approved, return to employee or if denied, list reason and return to employee

## After Completion of Course

**Instructions**

- Employee:
  - Upon satisfactory completion of course, send pre-approved form, tuition bill/receipt, and grade transcript or certificate of completion to Bus Off

- Business Office:
  - Forward original form with employee’s tuition bill / receipt and grades to Bursar
  - Copy should be retained for dept records

All requests for reimbursement must be received by the Bursar Office by September 30th of each year. All post-graduate courses that are not job related may be subject to federal taxes. Employees are encouraged to refer to current IRS regulations regarding the taxability of tuition reimbursement benefits.

**REVISED 10/13**