

**OFFICE OF THE CHANCELLOR**

**CREDIT BEARING TUITION REIMBURSEMENT REQUEST/AUTHORIZATION PROCESS**

**GENERAL GUIDELINES: FOR CREDIT BEARING COURSES**

 Employees may request reimbursement for credit -bearing courses in accordance with the Employee Tuition

Reimbursement for Degree Programs Policy.

 Tuition and technology fees for courses are reimbursed subject to the availability of funds and supervisory approval up to the State System’s Board-approved in-state tuition rate. No other fees or travel expenses are reimbursed.

 The Office of the Chancellor will consider tuition reimbursement requests only through an individual’s first

Associate, first Bachelor’s, first Master’s, and/or first Doctoral degree.

 Courses will be reimbursed at the appropriate level: undergraduate and graduate.

 **Reimbursement for any employee’s tuition shall not exceed six (6) credits per semester or term. Employees taking approved credit courses must receive a grade of “C” or better for undergraduate level courses and a grade of “B” or better for graduate level courses in order to receive any tuition reimbursement.**

 Employee must repay any reimbursement monies received if he/she withdraws from a credit course or does not achieve the required grade, as specified above.

 Employees have the option of either reimbursement upon successful completion of the course, or they may request reimbursement prior to successful completion of the course with the understanding that 100 percent repayment of tuition monies is required if the course is not satisfactorily completed.

 Reimbursement is made upon submission of an approved Travel Expense Voucher (TEV) which includes a billing statement from an eligible institution detailing all charges, grants and scholarships, or financial assistance, also indicating the employee has paid in full.

**APPROVAL PROCESS:**

 An Employee Request to Pursue a Degree Program Form must be completed, approved and on file in the HR office for each degree program prior to any reimbursement being made.

 An OST Authorization Form for Credit Tuition Reimbursement must be completed then approved by the employee’s supervisor, reporting vice chancellor, Chancellor and human resources for each course that reimbursement is being requested.

 Until required approvals are received, employees shall assume full responsibility for any monetary commitments made.



**OFFICE OF THE CHANCELLOR**

**OST AUTHORIZATION FORM FOR CREDIT BEARING TUITION REIMBURSEMENT**

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| --- | --- | --- | --- | --- |
| **EMPLOYEE NAME AND ADDRESS:** | | **EFFECTIVE DATE OF COURSE:** |  | |
| **END DATE OF COURSE:** |  | |
| **PERSONNEL NUMBER (HR ONLY):** | | **DEGREE TYPE: Associates**  **Bachelor’s**  **Master’s**   **Doctoral**  | | |
| **INSTITUTION/UNIVERSITY NAME AND ADDRESS:** | **REQUESTED AMOUNT:**  $ | | | **(HR ONLY) APPROVED AMOUNT:**  $ |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CLASS MEETS** | **M** | **T** | **W** | **T** | **F** | **S** | | **S** | **LEAVE TO BE USED (if applicable)** | | |
| **BEGINS** |  |  |  |  |  |  | |  | **TYPE** | **HOURS** | **DAYS** |
| **ENDS** |  |  |  |  |  |  | |  |  |  |  |
| **NAME AND DESCRIPTION OF COURSE (S):**  **(Please attach all supporting documentation requested above)** | | | | | | | | | | | |
| 1. I hereby certify that I have read and understand the Office of the Chancellor Policy Number 2013-404, Employee Tuition Reimbursement for Degree Programs. Furthermore, I understand that am bound by all terms and conditions of said policy and attest to that by signing below:  **EMPLOYEE’S SIGNATURE DATE** | | | | | | | 2. I hereby certify that the requested coursework is part of the approved degree program that is work related or related to the job function performed and that ***adequate documentation concerning the credit bearing course(s) has been provided***.  **SUPERVISOR’S SIGNATURE Date**  **REPORTING VICE CHANCELLOR’S SIGNATURE DATE**  **CHANCELLOR’S SIGNATURE DATE** | | | | |

3.

**HUMAN RES0URCES DATE**