

APPLICATION FOR TUITION REIMBURSEMENT

Tuition Reimbursement can be used only for credit courses at external accredited colleges/schools for which you will receive credit. Full-time, regular staff and faculty, who have been with the College for six months as of the date of the first day of the class, are eligible. Part-time, regular staff and faculty must have been employed one continuous year as of the first date of the class for which the reimbursement is requested. There will be no "maximum per course" reimbursement amounts. This reimbursement is for tuition cost only; all fees, materials, books, etc. are not eligible for reimbursement under this program. \$3,488.00 Maximum - Fiscal Year (6/1/17-5/31/18)

NAME: _____ DATE: ____/____/____

Department: _____ Supervisor: _____

Position Title: _____ Hire Date: ____/____/____

Name of course for which you are enrolling: _____

Name of college, which you will be attending: _____

Credit Hours: _____ Duration From: ____/____/____ to ____/____/____

*Tuition Cost: \$ _____

Is the course part of a program of study that could lead to your qualifying for a new trade or business, which is significantly different from your current position? _____ YES _____ NO

Does the course maintain or improve skills in your current position? _____ YES _____ NO

If yes, describe what job-related skills will be learned and then explain how these new skills will help you in your job: _____

Are you required by MCAD to take this course? _____ YES _____ NO

If yes, please specify: _____

I certify that the above information is accurate and that I will be responsible for any tax consequences, to myself or MCAD, arising from misinformation.

Employee Signature: _____ Date: ____/____/____

PLEASE ATTACH A COPY OF THE CATALOG DESCRIPTIONS FOR ALL COURSES.

The following approvals must be secured before course enrollment.

Approved: _____ /____/____
Supervisor's Signature Date

Approved: _____ /____/____
Vice President of Human Resources Date

Amount Approved: \$ _____ Taxable Income: _____ YES _____ NO

Reason if not approved: _____

When you have completed your course, please bring documentation of course completion, evidence of having received a "C" grade or better and a copy of your paid fee statement to document the cost of your course to the staff in the Human Resources Office. A check requisition will be prepared to reimburse your tuition costs as approved.