

Office of Human Resources 3401 CSM Drive, San Mateo, CA 94402 Automated Service Line: (650) 574-6555 Fax: (650) 574-6574

# **TUITION REIMBURSEMENT PILOT PROGRAM APPLICATION**

Prior to completing the attached application, please review the Tuition Reimbursement Pilot Program Procedures available on the District Downloads.

### **Application Deadline:**

Applications for coursework beginning between January and June must be submitted no later than **November 1**, and applications for coursework beginning between July and December must be submitted no later than **April 1**.

### Steps for Course Approval

- 1. Employee's must complete **Section I** of the Tuition Reimbursement Application form and review and sign the Tuition Reimbursement Program Agreement.
- 2. Obtain your immediate supervisor's approval as well as that of your College President/Vice Chancellor. District Office employees must obtain approval from their supervisor and their Vice Chancellor.

**Note to Supervisors, College Presidents and Vice Chancellors**: Approval of tuition reimbursement requests must be in accordance with the requirements of the Tuition Reimbursement Pilot Program.

The approved applications will be returned to the employee to be retained until completion of the course and must be submitted together with a request for reimbursement.

### **Steps for Reimbursement**

To receive reimbursement for tuition, employees must complete **Section II** of the Tuition Reimbursement Request form and submit **Sections I and II** to the Office of Human Resources within 30 days of completion of the course. Include a copy of grades and tuition receipt(s). Reimbursement will be sent for courses for which you received a qualifying grade as described in the Tuition Reimbursement Pilot Program Procedures.

If you did not receive a qualifying grade for any course, the cost of the units or a prorated amount of the tuition will not be reimbursed.

If you are not an employee in good standing at the time the reimbursement payment is to be made, you will not be reimbursed.

Please refer to the Tuition Reimbursement Program Procedures for full details.

The District reserves the right to terminate, suspend, withdraw, amend or modify the Plan in whole or in part at any time.



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Cañada College • College of San Mateo • Skyline College

### **TUITION REIMBURSEMENT PILOT PROGRAM APPLICATION**

Sectio	Section I											
Employee Name (Last, First MI)					S	Supervisor Name & Extension						
Job Title Ext Depart			partmen	t/College	College Employment Start Date			late				
Dates of Course: Course Location (City and School):												
Course	#	Course	Title		Units	Days (e	.g., MW	F)	Times (e.g. 2-4)	<b>Tuition Amour</b>	nt	
🗆 I am	 ⊡ I ai	m not ro	ceiving other fin	anci	alaid (I	fves pro	wide doc	um	entation of amount	and how it will h	a an	nlied)
			a (check the app					um	cination of amount	and now it will b	c ap	pilea.)
			gree Program. N									
						-						
	Under	gradua	te Degree Progr	am.	Major:							
	Associ	iate's De	egree Program.	Ma	ior:							
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	Other	:										
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			paper, please e				e progra	mı	s career related a	id your plan for	com	pleting the
			e box below)	uist	ucserip		ne off wit	h p	ay is requested:			
				ated	outside			-	• •	)		
		Course times can be accommodated outside my normal working hours, and I do notHours for Class Time (per week)Hours for Travel (per week)										
	reques	request time off with pay Total Hours (not to exceed 6										
_	a	Hours per week)										
	Course times will be accommodated by an <b>Total number of weeks in term</b>											
	adjusted work schedule											
SUPERVISOR'S REVIEW AND APPROVAL												
			does not have an									
			's overall job rati									
					ployee w	ill have t	been emp	loye	ed at least 18 month	hs since the comp	letic	on of the
	employee's probationary period.											
	The employee's work, and the work of my department, will not be negatively impacted by any agreed upon changes to the employee's work schedule.											
Th	The responses to the questions above are true and accurate and I approve this tuition reimbursement application.											
	Supervisor's Printed Name   Supervisor's Signature   Date											
Supervisor's Printed Name Super				Supervis	or's Sign	atur	e		Date			
Employ	ee Sign	ature			]	Date	Col	ege	President/Vice Ch	ancellor Signatur	e	Date
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	11		<b>D</b> (		_							
Vice Chancellor, Human Resources Approval Date				Date								

## TUITION REIMBURSEMENT PROGRAM APPLICATION Reimbursement Request Form

#### Section II

Employee's Name	Employee's G#

I hereby request rembursement for the below classes. In support of this request, I have attached the following documents:

- Official Grade Report/Transcript
- □ Final Tuition Bill/Receipt of Payment
- □ Financial Aid Documentation

#### **Course Final Grade(s):**

Course #	Course Title	Final Grade	<b>Tuition Amount</b>	Financial Aid	Approved Reimbursement
				Amount	Amount (completed by HR)
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$

Subject to the limits set forth in the Tuition Reimbursement Program. an employee shall be reimbursed 100% of the cost of the course for courses taken and completed with a final grade of "C-" or better. In cases where the grading system is required to be Pass/Fail. Satisfactory/Unsatisfactory. etc.. an employee will be reimbursed 100% of the cost of the course taken and completed if the employee receives the grade that gives credit for the course. No reimbursement will be given if an employee voluntarily elects to take a course "Pass/Fail."

Employee Signature	Date	Administrator Signature
Vice Chancellor, Human Resources Approval	Date	Total Approved Reimbursement
		\$
District's Budget Officer	Date	Funding Account



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### **TUITION REIMBURSEMENT PROGRAM AGREEMENT**

This agreement is entered into between the San Mateo County Community College District (the "District") and \_\_\_\_\_\_ (the "Employee"). Employee understands and agrees to the following:

- 1. The District will reimburse, upon the successful completion of eligible courses pre-approved by the District on Tuition Reimburse Program Application, the tuition costs paid by Employee, subject to the reimbursement limitations and qualifying grade requirements set forth in the Tuition Reimbursement Program Procedures.
- 2. Employee must obtain written approval from his supervisor, college president/vice chancellor and the Vice Chancellor, Human Resources prior to enrolling in the course. The request for approval must be submitted on the District's standard form.
- 3. Employee agrees to provide the District with a copy of Employee's official transcript reflecting the grade earned and a final statement/receipt reflecting the tuition paid in order to be eligible for reimbursement.
- 4. Employee agrees that if Employee does not complete the course with a grade of "C-" or better, or the equivalent, or the Employee does not meet the eligibility criteria as set forth in the Tuition Reimbursement Program at the time the reimbursement is to be paid, Employee is ineligible for reimbursement even if approval for the course was previously granted.

Employee understands and agrees that if Employee leaves the employ of the District, voluntarily or involuntarily for any reason, before completing 5 years of service after the final tuition reimbursement amount was paid, the employee will have to repay the District the tuition reimbursements as follows:

Years of Service after final	Reimbursement Amount to be Repaid
reimbursement payment	
3 years or less	100%

### For Graduate Programs:

For U	Undergraduate/A/	A Programs:
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Years of Service after final	Reimbursement Amount to be Repaid		
reimbursement payment			
2 years or less	100%		
Between 2 years and 4 years	75%		
Between 4 years and 5 years	50%		

- 5. Employee understands that Employee is solely responsible for payment of taxes as a result of any reimbursement that may be found to be taxable. Employee also understands that the District's tax withholding policy and any decision to withhold or not withhold taxes from educational reimbursements do not constitute tax advice and Employee agrees to hold the District harmless from any claim associated with the District's decision to withhold (or not withhold) payroll taxes.
- 6. If it is determined at any time after receiving reimbursement that Employee and/or the course was not eligible for reimbursement pursuant to the Tuition Reimbursement Program, Employee will be required to repay the District for the full amount of any such reimbursement. To the extent allowed by the law of the State of California, Employee authorizes payroll deductions of the amount owed the District should payback be due to the District. To the extent that the payback is not accomplished through payroll deductions, Employee shall remit the balance due within 15 days of the issuance of a written demand or on other terms agreed upon by the District. Acceptance by the District of a partial or untimely payment shall not change these repayment terms or obligations.
- 7. Employee shall be responsible for all costs of collection, including court costs and attorney's fees, if Employee does not make the full repayment required under this Agreement.
- 8. All provisions of the District's Tuition Reimbursement Program not specifically contained in this Agreement shall apply. In the event of a conflict between the two documents, the terms of the Program shall prevail.

Employee Printed Name	Employee Signature	Date
San Mateo County Community College District	District Signature	Date
By: Vice Chancellor, Human Resources		