

ATTENTION RRCC EMPLOYEES:

Are you planning to use Employee Tuition Assistance to pay for RRCC or other CCCS System classes?

Complete these steps to apply for Employee Tuition Assistance

IMPORTANT: Be sure to read, review, and complete ALL applicable steps.

If you fail to complete all applicable steps below, you may not be eligible to receive tuition assistance!

1. Apply for admission to Red Rocks Community College if you have not already done so.
 - a. **If you are not currently a Red Rocks student, you will need to follow the steps to apply for admission.**
You will be required to complete all of the admission steps. This may include supplying our records office with previous transcripts, taking the Accuplacer test, completing the online orientation, etc.
 - b. Please visit <http://www.rrcc.edu/admissions/> for a complete list of the steps you will need to take.
2. Enroll in classes.
 - a. You are required to sign the student payment agreement upon registration each term.
3. Complete the College Opportunity Fund (COF) application (if you haven't already done so).
Be sure to authorize your COF each semester when registering or choose life-time authorization.
4. Complete the form "Tuition Assistance Program Application" (per SP 3-60e)
 - a. The form is available, at the Cashier's Office, or from Accounts Receivable-Rm#1124 (Stephanie Powers).
 - b. If tuition assistance will be used by your eligible dependent be sure to include all the requested information (both employee and dependent).
 - i. ONLY benefit eligible employees qualify to use this program for dependents
 - c. Enter course information from your class schedule; be sure to include the CRN/Course#
 - i. If you add any classes within the term you will need to submit a NEW or ADDITIONAL SIGNED FORM.
 - ii. **IMPORTANT: Tuition Assistance is ONLY available for the FIRST 12 CREDITS EACH SEMESTER!! (up to 24 credits per academic year, Fall through Summer)**
 - d. Your supervisor signature MUST be included on the form before you submit it.
 - e. Please obtain Human Resources signature on the form (Business Services will obtain all other signatures)

5. **Step 5 applies to benefit eligible employees only**, if you are not benefit eligible SKIP to step 6
ONLY benefit eligible employees qualify to use this program at other schools.
If taking classes at a college other than RRCC, please complete the following steps. If not, SKIP to step 6:
 - a. Setup payment arrangements with the school you are attending either by paying in full or signing up for a payment plan (if available). Ensure you check with the cashier's office at the school of your choice. Some colleges do not offer payment plans for employees using tuition assistance.
 - b. Once the account has been paid in full, submit a copy of your billing statement and class schedule to Accounts Receivable in Business Services or email to Stephanie.Powers@rrcc.edu.

6. Submit the form to Accounts Receivable (room #1124).
 - a. Accounts Receivable/Stephanie Powers will obtain all other required signatures.
 - b. The Tuition Assistance form must be submitted to Accounts Receivable with supervisor and HR's signatures.
 - c. If there is any question about your eligibility, you will be contacted via email sometime after submitting the Tuition Assistance form.
 - d. If there are changes made to your account affecting your eligibility within the term, such as adding classes or receiving grades below a "C", you will be contacted via email.
7. Make payment.
 - a. **IMPORTANT: Only the on-campus resident student cost is paid by Employee Tuition Assistance and ONLY after any financial aid scholarships and grants have been applied.**
 - b. If you would like to pay only the amount you are responsible for (assuming your course is covered):
 - i. Visit the Cashier's Office to make payment.
 1. The amount due will include all student fees (except parking for employees) and the online tuition differential if applicable.

2. If you have pending financial aid, the cashiers may not be able to determine the exact amount due. They will help you with an estimated amount due until your aid posts.
 - c. When you make payment at the Cashier's Office, sign a Request for Promissory Agreement, stating you understand you must pay for the course if you do not fulfill **ALL** terms of Employee Tuition Assistance.
 8. **ALL applicable steps listed above must be 100% complete no later than the last day of the term in order to be eligible for this program. Missing paperwork or steps that have not been completed by the last day of the term will constitute failure to uphold the terms and conditions on your part. The estimated employee tuition assistance payment will be reversed from the account and the student will be responsible for the full cost of the course(s).**
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ARE YOU TAKING ONLINE CLASSES?

Employee tuition assistance will **ONLY** pay for the rate of resident, on-campus tuition with COF after Financial Aid scholarships and grants have been applied.

If you are taking online classes, **YOU** are responsible for paying the difference, including fees, no later than the last day of class. If you do not pay your out-of-pocket cost by the end of that term your estimated employee tuition assistance payment will be reversed and you will be responsible for the full cost of the course(s).

IMPORTANT REMINDER ABOUT COF:

Employee tuition assistance will **ONLY** pay for the rate of resident, on-campus tuition after the deduction of The College Opportunity Fund (COF) stipend.

If you have exhausted your eligible COF stipend credits, YOU are responsible for paying the difference with your fees at the start of the term.

Remember: Only the **FIRST 12 CREDITS** for which you have completed **ALL** steps and earned a C or better in the class will be covered.
"I" grades, "W" grades, etc. are **NOT COVERED** by Tuition Assistance.

All communication regarding Employee Tuition Assistance will be sent via email, so be sure to check your email frequently!

MORE QUESTIONS?

Call or visit Stephanie Powers, RRCC Accounts Receivable, for more information.

Business Services Room 1124 or 303.914.6573

Or email Stephanie.Powers@rrcc.edu.

Note: You may still receive bills throughout the term. If you have questions regarding your bill contact Stephanie Powers or the cashier's office.



Red Rocks Community College
TUITION ASSISTANCE PROGRAM APPLICATION

EMPLOYEE AND STUDENT INFORMATION

Employee Name: _____
Position/Title: _____ **Employee SNumber:** _____
College of Employment: _____

Student Name: _____ **Student SNumber:** _____
Student's College of Attendance: _____
Student's Relationship to Employee* **Self** **Spouse** **Domestic Partner** **Child**
(Please circle one)

*Apps for a spouse, domestic partner or child, not currently covered on your health or dental plan, must include proof of dependency (e.g. birth certificate, marriage certificate, affidavit of domestic partnership, etc.) for HR to verify eligibility.

If student is employee's child, provide the student's date of birth: _____

Children must have completed high school or received their GED prior to the term for which they are applying. Children over age 26 in the month of September of the year of reimbursement are not eligible for reimbursement under this Program.

APPLICATION PART I**TO BE COMPLETED BY THE PUBLISHED CENSUS DATE OF TERM OF ATTENDANCE AT COLLEGE PROVIDING THE CLASS**

Term Registered (Please circle one): **Fall 2015** **Spring 2016** **Summer 2016**

Census Date at College of Attendance, per Registrar's Schedule: _____

Student has submitted a COF application (Please circle one): **Yes** **No***

*All employees and their dependents must apply for COF to participate in this Program. If you have exhausted your COF, you must include confirmation of such with your final submission for reimbursement.

Student has submitted a FAFSA for the current academic year (Please circle one): **Yes** **No**

Courses Requested for Reimbursement (Only list courses for which reimbursement, or partial reimbursement is requested – reimbursement cannot exceed 12 credit hours per semester and 24 credit hours per year beginning each fall-spring-summer)

Course #: _____	Course: _____	Course Credits: _____	Reimbursement Requested: _____
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The maximum resident rate for reimbursement for Fall, Spring, and Summer 2015/2016 is \$202.50/credit hour, less adjustments per the Tuition Assistance Program as outlined in System President Procedure 3-60e.

Approvals: Signatures from the employee's supervisor and HR at the college of employment should be obtained by the census date listed above.

By signing below, I confirm the courses requested for reimbursement by the employee are job related, applicable to a degree, or career enhancing. For dependents, the courses are for credit.

Employee Supervisor: _____ **Date:** _____

By signing below, I confirm the applicant is an eligible employee and that if applicable, the dependent has been verified as eligible under the Tuition Assistance Program procedure (SP 3-60e).

HR at College of Employment: _____ **Date:** _____

Fund: _____ **Org Code:** _____ **Account (circle one):** **Employee – 620500** **Dependent - 620510**

Vice President Approval at College of Employment: To be obtained by accounts receivable (A/R) **Date:** _____

President (or Designee) Approval at College of Employment: To be obtained by A/R **Date:** _____

(AR Use Only) A009 Added: _____

Red Rocks Community College
TUITION ASSISTANCE PROGRAM APPLICATION

APPLICATION PART II
EMPLOYEE MUST SUBMIT ADDITIONAL APPLICATION MATERIALS TO ACCOUNTS RECEIVABLE BY SUBMISSION DEADLINES

Submission Deadlines:

- **Fall 2015:** No later than 1/31/2016
- **Spring 2016:** Preferably by 5/31/2016 but no later than 6/30/2016 or within 1 week of the end of class for classes ending after 6/30
- **Summer 2016:** No later than 9/30/2016

Complete applications include:

- Approved applications with all appropriate signatures, having met required deadlines.
- Final tuition bills showing payments including any financial aid, scholarships, or grants applied toward the tuition.
 - Bills must be dated within 2 weeks of final submission.
 - If COF is not shown on the final tuition bill, the employee must submit confirmation that their COF has been exhausted.
- Record of grades for the courses listed in Part I, showing a grade of C or better.
- Supplemental documentation required to confirm dependent eligibility.

Date final tuition bill and transcript provided to Accounts Receivable: _____

AR Initials: _____

Upon submission of final tuition bill and grades, accounts receivable will submit approved application, dated bill, and grades for eligible student to the fiscal office.

Delivery method to fiscal office (Please circle one): **Interdepartmental Mail** **Employee Delivery**

Date delivered to fiscal office (packet completed): _____

APPLICATION PART III
FISCAL OFFICE AT COLLEGE OF EMPLOYMENT – SEE SPREADSHEET PART III

INFORMATIONAL

Original completed, approved application and supporting documents should be attached to the payment request to Accounts Payable and filed as support for Accounts Payable payment.

A copy of the completed, approved application and supporting documents should be filed in AR at the college of employment.

HR should retain supplemental documentation confirming dependent eligibility.

Reimbursements for domestic partners must be submitted to the payroll department of the employee to report this payment as a taxable benefit to the employee. Include a copy of the completed, approved application and supporting documents.

Employees should retain a copy of all materials submitted to accounts receivable.