

Red Rocks Employee Book Fund Application



The Red Rocks Staff Book Fund supports the professional and educational development of RRCC employees who are eligible for Employee Tuition Assistance as determined by the college's benefit policy. Qualifying employees may apply for grants up to \$50 per fiscal year (July 1-June 30) to cover the cost of textbooks or materials for classes taken at Red Rocks Community College. Any class scheduled during work hours must be pre-approved by the employee's supervisor and appropriate Dean/Vice President.

The Request for Employee Tuition Assistance application is available at the Human Resources Office. Employees requesting Employee Book Fund grants must comply with the guidelines for the tuition reimbursement program.

To request an Employee Book Fund grant from the Foundation: Complete this application.

Provide the receipt for the materials or books purchased.

Name: _____ Faculty Staff

Daytime Phone: _____ E-mail: _____

Department: _____ Box Number: _____

Name of Class: _____ Semester/Year: _____

What do you hope to gain from taking this class? _____

Amount Requested \$ _____ Did you attach the receipt? Yes No

Your signature indicates your understanding of the conditions explained above.

Signature: _____ Date: _____

FOR OFFICE USE:

Eligibility Verified? Yes / No By Whom at HR: _____

Approve/Deny Signature/Date: _____

\$ _____ Check No. _____ Fund: 1000-6605 REG _____