Colorado Community College System

Tuition Assistance Program Application for Academic Year 2019-2020

The Tuition Assistance Program Application is a two part process:

Part I – A request for reimbursement must be approved by your supervisor and submitted to Human Resources by the census date for the term of attendance in order for courses to be considered for reimbursement after the semester has concluded

Part II – Additional submissions after completion of courses due to Human Resources by the stated submission deadlines for processing reimbursements that were requested and approved through Part I of the application

# Instructions

1. System President Procedure (SP) 3-60e outlines the procedure for the Tuition Assistance Program. Failure to follow the procedure, incomplete applications, and missed deadlines will result in denial of reimbursement.
2. **Deadlines: Initial requests must be approved and submitted to your Human Resources office by the published census date for the term of attendance at the college providing the class.** Signatures from the employee’s supervisor and HR at the college of employment must be obtained by the census date.
3. **Maximum Reimbursement:** The maximum resident rate for reimbursement for Fall, Spring, and Summer 2019/2020 is **$242.90** per credit hour less adjustments, including COF, as described in the Tuition Assistance Program outlined in System President Procedure 3-60e.
4. **Maximum Credit Hours:** Reimbursement cannot exceed 12 credit hours per semester and 24 credit hours per year (the year starts with the Fall semester). Only courses listed in Part I of approved applications will be considered for reimbursement in whole or in part upon submission additional documentation.
5. **Age Eligibility for Children:** Children must have completed high school or received their GED prior to the term for which they are applying. Children 26 or older in the month of September of the year of reimbursement are not eligible for reimbursement under this Program.
6. **Dependent Status:** Applications for a spouse, domestic partner or child, not currently covered on your health or dental plan, must include proof of dependency (birth certificate, marriage certificate, affidavit of domestic partnership, etc.) for HR to verify eligibility. Reimbursement for a domestic partner is taxable income run through payroll.
7. **Colorado Opportunity Fund (COF):** All employees and their dependents must apply for COF to receive reimbursement. The 2019/2020 COF stipend of $94 will be deducted from ALL reimbursements unless you are able to provide confirmation documentation that COF has been exhausted. You must include this confirmation documentation with your final submission for reimbursement.
8. **FAFSA (Free Application for Federal Student Aid):** Eligible employees and their dependents are encouraged, but not required, to fill out a FAFSA financial aid form for the year in which they are attending courses.
9. **Approvals:** When you have completed Part I of the application, print the form, sign the form and get your supervisor’s signature. Submit the signed form to the Human Resources department at the college where you are employed by the applicable census date. Human Resources will route completed Part I applications for FOAP approval and President or designee approval. Human Resources will retain original approved Part I applications until the corresponding employee has submitted their additional documentation after completion of the course(s).

## Part I Employee Request and Approvals for Tuition Assistance

(Requests for tuition assistance must be signed and submitted to human resources by the census date for the term of attendance at the college providing the class in order to be considered for reimbursement.)

*Employee Information*

Employee Name karen york      Employee S Number s00018969

College of Employment RRCC      Campus lakewood

Position Title Admin Assist III

*Student Information*

Student’s Name karen york      Student S Number s00018969

Student’s College of Attendance RRCC      Semester Choose an item.

Student’s Relationship to Employee Self

If Student is Employee’s Child, Date of Birth Click here to enter text.

*Course Information*

(Only courses listed below will be considered for reimbursement up to the maximum reimbursement allowable under SP 3-60e.)

| Course Number | Course Title | Course Credits | Census Date |
| --- | --- | --- | --- |
| 20303 | Anatomy and phy | 4 | Click here to enter text. |
| 23645 | Healing apps of canabus | 1 | Click here to enter text. |
| 23651 | Jin shin self care | 1 | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

*Approvals*

(Only Applications approved by the supervisor and received in Human Resources by the census date will be accepted)

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 Name: Click here to enter text.

Employee Supervisor Signature and 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 Name: Click here to enter text.

HR at College of Employment Signature and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources will route completed applications for FOAP approval and President or designee approval. Human Resources will retain the original approved application until the employee submits additional documentation.

Fund:      Org Code:

Account (circle one): Classified Employee – 640500 Non-Classified Employee – 620500
Classified Dependent - 640510 Non-Classified Dependent - 620510

Signature of Org Code Owner at College of Employment: Date:

President (or Designee) Approval at College of Employment: Date:

## Part II Additional Submission Process

(Only submissions for employees with previously approved requests for reimbursement will be accepted)

1. Following the completion of the course(s) previously approved for reimbursement, employees must submit the following to their Human Resources office:
	1. A final tuition bill showing payments including any financial aid, scholarships, or grants applied toward the tuition.
		1. If final tuition bill does not show COF, COF will be deducted unless the employee submits confirmation documentation that their COF has been exhausted.
		2. The bill must be dated within two weeks of submission.
	2. Record of grades for the requested courses for reimbursement showing a grade of C or better.
		1. Reimbursement will not exceed that allowable under SP 3-60e.
2. Include the employee name and S Number on submitted paperwork in order to match up submissions to initial approved applications.
3. **Deadlines for additional submissions**:
	* Fall 2019: No later than 1/31/2020
	* Spring 2020: Preferably by 5/31/2020 but no later than 6/30/2020 or within one week of the end of class for classes ending after 6/30/2020
	* Summer 2020: No later than 9/30/2020
4. Human Resources will submit original approved application, dated bill, and grades for eligible student to the fiscal office. HR will retain a copy of these materials and any original documentation confirming dependent eligibility.

**Date final tuition bill and transcript provided to Human Resources:** **HR Initials:**

**Delivery method to fiscal office:**

**Date delivered to fiscal office:**

## Part III Reimbursement

(For fiscal office processing)

1. Fiscal office will calculate the appropriate reimbursement and distribute to the employee.
2. Fiscal office will provide payroll with information for any taxable benefit related to domestic partners.