

Total Reimbursement Requested: \_\_\_\_\_

Approved TBR Rate for current year \_\_\_\_\_:

Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six credit hours per term. Employees will normally be eligible for one course per term, with a maximum of 4 terms per year. An employee may enroll in more than one course during the summer as long as the summer terms in which the classes are to be taken do not overlap.

4. In requesting support for tuition or maintenance fees reimbursement, do you agree with the stipulations listed in a-d (below)?

☐ Yes ☐ No a. The recipient, unless retired, shall be required, after completion of the course or courses, to be employed by Volunteer State Community College for not less than one (1) month of full-time employment for each month of the term of participation in the Faculty or Administrative/Professional Staff Tuition Reimbursement Program.

☐ Yes ☐ No b. Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for additional assistance. Volunteer State Community College may provide reimbursement at the time fees are due.

☐ Yes ☐ No c. Courses should be scheduled in counsel with supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work assignments unless annual leave or flextime, based on the needs of the institution, have been approved.

☐ Yes ☐ No d. It is recommended that complete materials supporting the individuals' requests be maintained on campus. It is further recommended that each recipient be required to provide the president with affirmed grade reports for the course(s) taken.

5. If the recipient should receive a student scholarship, he/she will notify the Human Resources Office immediately.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Approval Recommendation

Immediate Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Vice-President: \_\_\_\_\_ Date \_\_\_\_\_

Vice President for Human Resources: \_\_\_\_\_ Date \_\_\_\_\_

President: \_\_\_\_\_ Date \_\_\_\_\_

### Employment Certification

Date of full-time employment: \_\_\_\_\_