



ESSEX COUNTY COLLEGE

Tuition Reimbursement Application and Approval

Essex County College offers Tuition Reimbursement to its employees who receive **course approval** and meet the eligibility and documentation requirements per the employees' association agreement. Adjuncts, part-time, and supplemental employees are not eligible for Tuition Reimbursement.

EMPLOYEE INFORMATION

Name: _____ ID #: _____

Job Title: _____

Department: _____

Degree(s) earned as of today: Bachelors/Masters/Doctorate Concentration: _____

Check one:

Administrative Faculty

Professional Support Staff

Security Police

Confidential

ACCREDITED INSTITUTION INFORMATION (where seeking degree)

Institution Name: _____

City: _____ State: _____ Zip: _____

Major/Concentration: _____

Accepted as matriculated student: Yes No

Degree Seeking (check one):

Bachelors: _____ Masters: _____ Doctorate _____

The course(s) or programs listed is/are:

Relevant to employee position at the College; or/and Related to higher position at the College

Please Explain: _____

COURSE INFORMATION

Please include a copy of the official course description from the Institution when seeking course approval for Tuition Reimbursement.

Term/Semester Begin Date: _____ Term/Semester End Date: _____

Term/ Semester: (Check one) Fall Spring Summer Winter Other: _____

Course Name	Course Code	Credit Hours	Rate Per Credit	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Totals		_____	_____	_____

Was any financial assistance received (grants, scholarships, etc.)? No Yes if yes, how much: \$ _____

Explain: _____

FACULTY SKILLS TRAINING - FACULTY ONLY

Title and cost of the program or course of skill training taken at other than an accredited institution of higher education, for which I am requesting reimbursement (3/4 of the cost up to a maximum of \$325.00 per year).

Course: _____ Cost: _____

Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Faculty Only:

Additional _____ credits relevant to employment including courses needed to qualify for promotion

APPROVAL OF COURSES (FACULTY AND STAFF) OR TRAINING (FACULTY ONLY)

Employee Signature: _____ Date: _____

Departmental Supervisor: _____ Date: _____

Area Head: _____ Date: _____

Executive Dean of Faculty and Academics or VP of Academic Affairs: _____ Date: _____

Section II: ONLY TO BE COMPLETED UPON APPROVAL OF COURSE

Upon receipt of course approval, employees shall meet all of the eligibility requirements and submit all required documents within 60 days of course completion to qualify and be considered for tuition reimbursement by Essex County College. No applications will be accepted after the deadline.

ELIGIBILITY AND DOCUMENTS REQUIRED

All employees seeking tuition reimbursement shall request a “Tuition Reimbursement Eligibility and Documentation Requirement Checklist” for their bargaining unit from Human Resources or download the form from the College’s website. Eligibility and documentation include, but are not limited to:

- Employee shall have one year of continuous employment at the College and shall be in pay status during the course for which tuition reimbursement is requested.
- Employee’s most recent performance evaluation shall reflect “meets standards” or higher overall evaluation rating.
- Employee shall not take the course(s) during a normal workday or part thereof, unless there are extenuating circumstances approved by the appropriate Area Head or Dean.
- Employee shall successfully complete the course to qualify for tuition reimbursement. Successful completion shall be defined as receiving a minimum grade of “C” in undergraduate and “B” in graduate courses.
- Documents required include, but are not limited to: final grade report and receipt of tuition paid to Institution.
- Denials of tuition reimbursement are final, binding and not subject to arbitration, unless the employee’s association agreement states otherwise.
- Courses at Essex County College are not subject to tuition reimbursement.

REIMBURSEMENT SCHEDULE

Essex County College’s Tuition Reimbursement is subject to the availability of funds as determined by the College.

- Reimbursement shall be restricted to approved courses necessary to earn an initial Bachelor, Master or Doctoral degree, unless otherwise approved. Credit hour limits are outlined in the employee’s association agreement.
- An employee accepted for enrollment in an initial Bachelor, Master or Doctorate degree program, at an accredited institution of higher education, shall be eligible to receive 75% of the tuition charged at the Rutgers undergraduate rate for undergraduate course work and 75% of the tuition charged at the Rutgers graduate rate for graduate course work.
- The College shall provide tuition reimbursement only to the extent that expenses are not covered by discounts, subsidies, grants, scholarships or other tuition support.

EMPLOYEE AGREEMENT / CERTIFICATION

I certify that I have been enrolled in the course(s) approved for reimbursement and have submitted to the Human Resources Department a receipt of tuition paid, an official grade report indicating that the course(s) or program has/have been successfully completed along with all other required documents. I hereby acknowledge and understand that the College will issue this reimbursement in a lump sum amount. I also understand and agree that tuition reimbursement is subject to the availability of funds as determined by the College.

I further understand and agree that if I resign from the College within two (2) years from the date of completing courses for which the College made tuition reimbursement payments, I shall repay the College said reimbursement payments within 30 days of Notification from Essex County College. I further understand that I will be responsible for all costs, fees including, but not limited to attorney fees incurred by Essex County College due to my failure to repay the College for owed tuition reimbursement after my resignation.

Employee Signature: _____ Date: _____

APPROVAL OF TUITION REIMBURSEMENT

Employee Signature: _____ Date: _____

Departmental Supervisor: _____ Date: _____

Area Head: _____ Date: _____

Executive Dean of Faculty & Academics or VP of Academic Affairs: _____ Date: _____

HUMAN RESOURCES USE ONLY

The following items received:

- Official grade report
- Itemized bill of charges and credits
- Itemized bill of payments
- Proof of enrollment
- Proof of enrollment on file
- Other: _____

Reimbursement has been calculated on the following basis:

Institution attended rate: _____ per credit X _____ credits = _____

Rutgers rate: _____ per credit X _____ credits = _____ x 75% = _____

Amount to be reimbursed to employee: \$ _____

Human Resources Signature: _____ Date: _____

Comments: _____