



ESSEX COUNTY COLLEGE

Tuition Reimbursement

Post-Program & Course Application

Form B

ONLY TO BE COMPLETED UPON APPROVAL AND COMPLETION 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.

****Please attach the Pre-Program & Courses Application and Approval (Form A) to this form.****

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: _____