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Form 217-A: Initial Request for Tuition Assistance and Employment Continuation Agreement

Name:		Employee ID #:		
Department:		Job Title:		
Office phone:		Cell/home phone:		
Tuition As	ssistance Program – up to 6 credit	hours per term		
Institution: _		Term:		
Course	Title	Hours/CEUs	Class period (time/days) (Ex: T TH 9-10)	Estimated Cost
This course (current degree status: of study enhances the employee's value Support for a course that is part of a deg Support for an employee training or retraining or retraini	to BRCC as defined ree program; specify	below (check one): y degree:	
()(Other (explain):			
	ated reimbursement requested:nandatory attendance fees for a maximum			not exceed eligible

By requesting support for tuition assistance, I agree with the stipulations listed below:

- a. The recipient is a full time employee working 40 hours a week or 80 hours a pay period; or, faculty placed under contract or letter of appointment to a permanent position for a period encompassing most or all of the academic year (i.e., faculty contracts or appointments of not less than 9 months). Further, he or she must have been employed at least one year in a full-time permanent position prior to participating in the course.
- b. Upon completion of the course(s), the recipient must remain employed by the institution for not less than two months of full-time employment from the date of reimbursement for each credit hour reimbursed. If the employee separates from BRCC prior to the end of the continuation period, the amount due back will be pro-rated.
- c. Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for continued participation in the reimbursement program.
- d. Courses should be scheduled with minimal disruption to the employee's regular work schedule and to avoid adversely affecting department services.
- e. All other requirements provided in BRCC Human Resources Policy #217 must be.



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As the applicant, I have read and fully understand the requirements related to my stated request for tuition assistance, including stipulations related to future use of the program, proof of satisfactory course completion, provision of receipts for reimbursement requests, and stipulations related to payback provisions. Applicant's signature Date As the applicant's supervisor, I approve the above request and have addressed scheduling issues related to the employee's attendance in the classes detailed in the above request. Supervisor's signature Date A Note about Funding Availability: If the Program has not been funded in the fiscal year of the application, HR will indicate such on the application. If the Program has been funded in the fiscal year of the application, but all of the funds have been used, HR will not allow the application to move past HR. If the Program has been funded, but there are no funds left to be ear-marked for the application, the application can be placed on a waiting list in case prior-received applications do not meet program requirements. However, no funding is promised to those on the waiting list. For Human Resources: Has funding been budgeted for this Program in the fiscal year of the application? Yes No I certify this Program is not funded in the fiscal year of this application. If no: **Human Resources Director or Assistant Director Signature** Date Once the HRD or HRAD signs above, no other signatures will be solicited. HR shall provide If no: applicant with a copy of this form signed above and place the original in the employee's file. If yes, is there any funding left in the program to be earmarked for the application? Yes No If yes: Does the employee meet the program requirements for the above stated request? Yes No **Human Resources Director or Assistant Director Signature** Date Once the HRD or HRAD signs above, no other signatures will be solicited. HR shall provide If no: applicant with a copy of this form signed above and place the original in the employee's file. Human Resources will route the form to the Chancellor's Office for final consideration. If yes: For the Chancellor

(APPROVAL or DENIAL AT THIS TIME DOES NOT GUARANTEE CONTINUED APPROVAL or DENIAL.)

This application for the Tuition Assistance Program is (circle one):

Chancellor's Signature

DENIED

APPROVED

Date