

**QUINSIGAMOND COMMUNITY COLLEGE
STAFF DEVELOPMENT
TUITION REIMBURSEMENT GUIDELINES**

| Source of Funds | Purposes | Eligibility | Funding Available | Procedure | Deadline for Application | Contact Person | Additional Requirements |
|--------------------------|---|---|--|---|---------------------------------|----------------------------------|--|
| Staff Development | Developmental activities include (but are not limited to) the following: * courses * workshops * training * conferences | All full-time faculty, staff and administrators employed by QCC. Part-time faculty when seniority is attained. Part-time staff after second consecutive year. | \$1,250.00 full-time \$300.00 eligible part-time faculty and staff <i>Within a two-fiscal-year cycle</i> | 1. Complete the Request for Tuition Reimbursement form, Part I. 2. Obtain required approval signatures. 3. Submit the form (Part I) to Staff Development. 4. Upon completion of the course, submit completed tuition reimbursement form (Part II) with original receipts of course payment and documentation of successful course completion to Staff Development within 30 days of course completion; Staff Development will then forward to Business Office. | February 21st | Coordinator of Staff Development | A satisfactory/ passing grade or certificate of completion must be attained in order to receive tuition reimbursement. |

**QUINSIGAMOND COMMUNITY COLLEGE
STAFF DEVELOPMENT
TUITION REIMBURSEMENT ELIGIBILITY REQUIREMENTS**

Application Process/Application Deadlines – All requests must be submitted *prior to course enrollment*:

Request for Tuition Reimbursement forms are available from the Staff Development Office in the Center for Academic Excellence – room 114 Ahlfors Hall, phone 508-854-4229, or email emerrill@qcc.mass.edu.

The deadline for tuition reimbursement requests for current fiscal year is **February 21st**. All tuition reimbursement request forms must be received in the Staff Development Office on or before February 21st. Reimbursement requests (for the current fiscal year) submitted after February 21st may be considered on a case-by-case basis, *pending available funding*.

Tuition reimbursement funds will be awarded on a first-come, first-served basis *within a two-fiscal-year cycle*. Applicants are encouraged to identify tuition reimbursement requests early in the fiscal year and to submit reimbursement requests as soon as possible.

Applicants are responsible for accurate completion of the tuition reimbursement request form, including obtaining signatures from Supervisor/Division Dean and appropriate Executive Team (“E-Team”) member. *Incomplete forms will be returned to applicant.*

1. Complete the Request for Tuition Reimbursement form (Part I). Obtain the required approval signatures from Supervisor/Division Dean and appropriate Executive Team (“E-Team”) member; *any form lacking appropriate signatures will be returned to applicant.*
2. After obtaining all required approval signatures, submit the form (Part I) to Staff Development, mailbox #162. Retain the Request for Tuition Reimbursement form (Part II) to record course/tuition-related expenses for reimbursement purposes (e.g., course tuition, fees, etc.).
3. Please note that approval of all Staff Development tuition reimbursement requests is at the discretion of the Staff Development Committee; Staff Development reserves the right to adjust any and all request amounts accordingly. All applicants will be notified, in writing, of the Committee’s decisions.
4. In order to receive reimbursement, upon successful completion of the course, complete the Request for Tuition Reimbursement form (Part II), attach original receipts/documentation of payment (e.g., cancelled check/check image, credit card/bank statement, Vendor/PayPal receipt/confirmation), as well as original documentation of successful course completion (e.g., certificate of completion or satisfactory/passing grade). *Please note that photocopies are not acceptable forms of documentation; all receipts and documentation must be in their original state or reimbursement will not be made.* Submit the tuition reimbursement form (Part II) and all original receipts and documentation to Staff Development, mailbox #162, within 30 days of successful course completion; Staff Development will forward all signed forms, original receipts/documentation to the Business Office.

Staff Development Funding Guidelines/Eligibility Requirements:

All full-time faculty, staff, and administrators employed by QCC are eligible for Staff Development funding.

Part-time faculty members become eligible for Staff Development funding when seniority is attained.

Part-time staff members become eligible for Staff Development funding after two consecutive years of employment.

Part-time faculty members become eligible for full-time-equivalent Staff Development funding when five years of seniority is attained.

Part-time staff members become eligible for full-time-equivalent Staff Development funding after five consecutive years of employment.

Full-time faculty and staff members may be awarded a **maximum of \$1,250.00 *within a two-fiscal-year cycle***; eligible part-time faculty and staff members may be awarded a **maximum of \$300.00 *within a two-fiscal-year cycle***.

Priority Given to Developmental Activities that Enhance:

- Achievement of institutional goals and priorities
- The applicant's teaching skills and methods
- The applicant's job skills
- Computer training unavailable on campus
- Communication and conflict resolution skills
- Understanding of diverse populations

Responsibilities of Staff Development Funding Recipients:

A certificate of completion or a satisfactory/passing grade must be attained in order to receive tuition reimbursement from Staff Development.

**QUINSIGAMOND COMMUNITY COLLEGE
STAFF DEVELOPMENT
REQUEST FOR TUITION REIMBURSEMENT, PART I**

**Submit request form, *prior to course enrollment*, to Staff Development, mailbox #162.
*Forms that are incomplete or lacking appropriate signatures will be returned to applicant.***

Name: _____ Date: _____

Home Address: _____ SS#: _____

Full-Time Part-Time Faculty (*years of seniority*): _____ Staff (*years of service*): _____

QCC Phone: _____ QCC Email: _____ QCC Mailbox: _____

Div/Dept: _____ Job Title: _____

Course Dates: ___ / ___ / ___ To: ___ / ___ / ___ Registration Deadline: _____

Course Location/Destination: _____

1. Describe the purpose of your course (attach additional information, as needed).

2. Priority is given to tuition requests that are consistent with the institutional goals and priorities. Describe how your course will improve your job performance relative to these goals. List specific knowledge and/or skills that you expect to acquire from this experience.

3. Indicate amount requested from **Staff Development** (eligibility requirements, page 3): \$_____.

4. Indicate **total estimated course/tuition-related expenses** below: *(original documentation will be required for all expenses)*

Personal Auto: (begin/end odometer readings will be required; _____ miles @ \$0.51/mile) \$_____.

Parking: (receipts will be required upon completion of travel/course) \$_____.

Tolls: (receipts will be required upon completion of travel/course) \$_____.

Course Tuition: (receipts will be required; attach course registration/enrollment information) \$_____.

Miscellaneous/Other: (please specify _____) \$_____.

Total estimated course/tuition-related expenses: \$_____.

If applicable, indicate other funding source(s) for expenses: (cost center _____) \$_____.

Approved amount of Staff Development funding: *(for Staff Development Office use only)* \$_____.

5. Attach additional relevant information (e.g., course description, program requirements, etc.).

6. Please obtain all required approval signatures and return signed/completed form to Staff Development, mailbox #162; **any form lacking appropriate signatures will be returned to applicant.**

Applicant's Signature: _____ Date: _____

Approved Not Approved Supervisor/Dean: _____ Date: _____

Approved Not Approved *E-Team: _____ Date: _____

****"E-Team" refers to certain members of the President's Executive Team (e.g., Vice President of Academic Affairs, Vice President of Enrollment & Student Services, etc.)***

For Staff Development Office use only:

Approved Not Approved Staff Development: _____ Date: _____

Funding Approval Not To Exceed \$_____ Cost Center: _____ Line(s): _____

Staff Development Cost Center Head: _____ Funding Cycle: _____

