

TTC TUITION ASSISTANCE/CREDIT COURSE ASSISTANCE PROGRAMS

To provide professional and personal growth opportunities for faculty and staff, the Trident Technical College Foundation will provide financial support for full-time permanent employees to take credit courses.

Trident Technical College Tuition Assistance

Benefits

- Based on availability of funds, the Foundation will pay for tuition and required books for up to four semester credit hours per term in any TTC course for which an employee is qualified.
- Employees may register for a course during early or open registration periods.

Restrictions

- This program may not be used for auditing a course.
- Eligible employees must have attained permanent, full-time status for six months prior to the beginning date of the term in which the course is offered.
- To remain eligible for TTC Tuition Assistance, employees must earn a grade of "C" or better in courses taken through this program.
- More than one course withdrawal without supervisory authorization will result in suspension from the program.
- If employee does not earn the required course grade or withdraws from a course, he/she is responsible for returning books to College bookstore.
- Employee is responsible for any income tax liability incurred as a result of this benefit.

Procedures

- Prior to registration, the employee completes and obtains the signatures of supervisor and divisional vice president on Foundation Tuition Assistance request (TTC Form 2-4)* and forwards it at least two weeks prior to course registration to the Foundation executive director for signature. State policy encourages employees to schedule classes during off-duty hours. Supervisor and vice president will review employee's work schedule to determine if an adjustment should be made.
- **The employee must make a copy prior to forwarding to the Foundation and present it at the bookstore for books. Employee should also make copies for files as needed. The Foundation will send a copy of the form to the finance office for sponsorship, but will not return copies of the signed form to the employee.**

Credit Course Assistance

Benefits

- Based on availability of funds, the Foundation will reimburse an employee \$200.00 per course for tuition, books and fees. An employee may receive a maximum of \$1000.00 during each fiscal year for reimbursement of a maximum of five credit courses per year taken at an accredited institution other than TTC.

Restrictions

- Eligible employees must have attained permanent, full-time status for six months prior to the beginning date of the term in which the course is offered.
- The course(s) must be directly related to an employee's position at the College or required for a degree directly related to employee's position.
- Employee must receive a grade of at least "C" for undergraduate or at least "B" for graduate courses to be reimbursed.
- An employee who leaves TTC prior to course completion will not be reimbursed.
- Audited courses will not be reimbursed.
- If an employee decides not to take a course after submitting a request, or the course is cancelled, he/she should notify Foundation immediately. To change course dates or courses, employee must submit a new application.

Procedures

- Prior to registration, the employee must obtain the signatures of supervisor and divisional vice president on Foundation Tuition Assistance request (TTC Form 2-4)*.
- The employee attaches a description of how successful completion of the course will enhance his/her performance at TTC, and forwards form at least two weeks prior to course registration to the Foundation executive director for signature. Supervisor and vice president will review employee's work schedule to determine if an adjustment should be made.
- **The employee must make a copy prior to forwarding to the Foundation for files as needed. The Foundation will not return copies of the signed form to the employee.**

Reimbursement Procedures

- Within 30 days after completion of course, employee fill out a Request for Reimbursement (TTC Form 2-5)* and attaches the following: (a) transcript showing final grade; and (b) a receipt showing cost of tuition, books and fees. Form and attachments are forwarded to Foundation.
- Upon approval by Foundation executive director, a check will be made out to the employee.

* **Electronic form in Public Folders**