



TRIDENT TECHNICAL COLLEGE  
The Foundation

## TUITION ASSISTANCE AND CREDIT COURSE ASSISTANCE PROGRAM GUIDELINES

*To provide professional and personal growth opportunities for faculty and staff, the TTC Foundation will provide financial support for full-time permanent employees to take credit and continuing education courses.*

### Tuition Assistance (for courses at TTC)

#### Benefits:

- Based on availability of funds, the Foundation covers the cost for tuition and required books for one course per semester, **minus federal and state funding** for any TTC course for which an employee is qualified. *If the applicant qualifies for federal or state funding, the Foundation will only pay the remaining balance.*
- Employee should register during early registration periods or at least two (2) weeks prior to start of course.

#### Restrictions:

- Participation request form must be submitted and approved prior to course start date
- 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 TTC bookstore.
- This program may not be used for auditing a course.
- Employee is responsible for any income tax liability incurred because 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 (Form T2-4)\* and forwards it **at least two weeks prior to course registration to the Foundation office (DF-C)**. State policy encourages employees to schedule classes during off-duty hours.
- *Note: TTCF may not provide credit course assistance for requests submitted after the course start date.*
- The employee must complete Form T2-4 in its entirety, including estimated expenses for tuition, fees and books.
- The employee should retain a completed form prior to forwarding to the Foundation office.
- The employee will be notified by the Foundation office when the request is approved.

## **Credit Course Assistance (institutions other than TTC)**

### Benefits

- Based on availability of funds, the Foundation will reimburse an employee \$200 per course for tuition, books and fees. An employee may receive a maximum of \$1,000 during each fiscal year for reimbursement of a maximum of five credit courses per year taken at an accredited institution other than TTC. *Note: TTC Foundation may not provide reimbursement assistance for courses at the associate degree level taken at “for profit” institutions.*

### Restrictions

- Participation request form must be submitted and approved prior to course start date.
- 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) should be directly related to an employee’s current position or support career advancement at TTC.
- 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 the Foundation. To change course or course dates, the employee must notify the Foundation office by e-mail and submit a new application request.

### Procedures

- Prior to registration, the employee completes and obtains the signatures of supervisor and divisional vice president on Foundation Tuition Assistance request (Form T2-4)\* and forwards it **at least two weeks prior to course registration to the Foundation office (DF-C).** State policy encourages employees to schedule classes during off-duty hours.
- *Note: TTCF may not provide credit course assistance for requests submitted after the course start date.*
- The employee attaches justification of how successful completion of the course will enhance his/her performance at TTC.
- The employee should retain a completed form prior to forwarding to the Foundation office.
- The employee will be notified by the Foundation office when the request is approved.

### Credit Course Reimbursement Procedure

- Within 30 days after completion of course, employee must complete a Request for Reimbursement (Form T2-5)\* and provide:
  - (a) transcript showing final grade; and
  - (b) a receipt showing cost of tuition, books and fees. The employee must then forward the completed form and any attachments to the Foundation office.
- Upon approval, employee will be reimbursed \$200.
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## **Continuing Education Course Assistance (for courses at TTC)**

### Benefits

- Based on availability of funds, the Foundation will cover the cost for course fees and required textbooks, up to a maximum of \$500 per fiscal year, per employee.

### 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.
- Continuing Education Course Assistance should be directly related to an employee's current position, support career advancement at TTC, or contribute to remaining healthy on the job and promote physical wellness.

### Procedures

- Prior to registration, the employee completes and obtains the signatures of supervisor and divisional vice president on Foundation Tuition Assistance request (Form T 2-4)\* and forwards it **at least two weeks prior to course registration to the Foundation office (DF-C)**. 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 should retain a completed form prior to forwarding to the Foundation office.
- The employee will be notified by the Foundation office when the request is approved.

NOTE: Approval for course is required BEFORE registering for class.

\*Electronic Forms are available in Document Center:

[Form T2-4 Tuition and Credit Course Assistance Program Participation Request](#)

[Form T2-5 Credit Course Assistance Reimbursement Request](#)

**\*\*SEND COMPLETED, SIGNED FORMS TO DONNA CASEY:** [donna.casey@tridenttech.edu](mailto:donna.casey@tridenttech.edu)

#### **For further information, contact:**

Donna Casey, Program Coordinator

Mail Code: DF-C

Ext. 6456

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***Funding for your Tuition Reimbursement or Credit Course Assistance is made possible by donations to the TTC Campus Campaign and/or generous contributions from the TTC community.***

*Programs provided by the Foundation are subject to modification at the discretion of the Foundation.*