



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 TTC Portal/Document Center and on the TTC Foundation webpage (http://www.tridenttech.edu/25790_25808.htm).

For further information, contact:

Robin Bowers, Director of Business Operations
Mail Code: DF-C
Ext. 6209
900/102F

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.