

Tuition Reimbursement

Dependent Reimbursement

1. The college reimburses dependent tuition (no fees are reimbursed) pursuant to the requirements and credit limits defined in Article V, Section F (2), Faculty Association contract which states that a full time faculty must have four or more consecutive semesters of service and that an adjunct must have eight of the last twelve semesters of service

To receive reimbursement for tuition, faculty members will submit a Payment Voucher and accompanying documents. Please note: Full time faculty are allowed reimbursement of tuition for up to 30 credit hours per year and adjunct faculty: are allowed tuition for up to eighteen credit hours per year

2. Submitters will enter the following information on the Payment Voucher:
 - a. Vendor code: Enter college ID number of the claimant
 - b. Address: Home/Post office box for mailing purposes
 - c. Vendor name: Claimants name
 - d. Additional Comments box: credits claimed, reimbursement amount requested, dependent's name and date of birth, semester.
 - e. Payee Certification box: Legibly signed and dated by claimant
3. Attachments will include:
 - a. Proof of enrollment (copy of transcript, grade report)
 - b. Proof of completion (copy of grade report)
 - c. Proof of payment (bursars receipt)
 - d. Notarized 'affidavit' of intent to claim dependent on taxes
 - e. Proof of FT status (if needed)
4. The "affidavit" relates to the dependent status of the claimant. It must include the following language:

"I am submitting a request for reimbursement for dependent tuition and hereby certify that, in conformance with federal requirements, I will claim _____ (insert name of dependent) on my federal income taxes for Federal Tax Year _____ (insert year). The academic year of the claim will be the same as the federal tax year of dependent status."

5. The affidavit must be signed, dated, notarized and submitted with the claim.

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6. To summarize federal rules, for tax purposes a dependent must be under 19 years of age on the last day of the calendar year; or, if under 24 years of age, a **full-time** student for some part of five months of the year who received more than half of his or her financial support from the claimant. The employee must prove FT status for their dependent if: 1)the dependent is between the ages of 19-24 2)the dependent is only a PT student in the semester being reimbursed 3)The semester being reimbursed is less than the 5 month requirement for FT status (Wintersession or Summer session). If this cannot be provided, then the employee must prove in another way that the student is a dependent on their tax return.

7. Completed payment vouchers, with correct attachments, must be filed in a timely manner. Summer session claims must be submitted by September 15. Fall, wintersession and spring claims must be filed by August 1.

Faculty Reimbursement for Courses.

Criteria: five or more semesters service at the college

Reimbursement Covers:

Up to two credit or non-credit courses per semester at the college

(Does not cover courses at other institutions)

There are no restrictions as to what courses are taken at the college

Tuition and fees are both covered for Faculty's classes

Note: Faculty can take any credit or non-credit courses offered BY THE COLLEGE under the faculty tuition reimbursement provision, so long as other procedural requirements are met.

Submit:

Proof of prior approval by dean of faculty/instruction

Signed and dated payment voucher cover sheet

Proof of payment

Proof of successful completion