

**PORTLAND COMMUNITY COLLEGE
TUITION REIMBURSEMENT AUTHORIZATION FORM**

GUIDELINES:

- Tuition Reimbursement is for all full-time employees and for Faculty & Academic Professionals participating in a job share and working at least .50 of a 1.0 FTE position.
- You must reapply each term for reimbursement by the deadlines listed below.
- Only credit courses taken at an accredited institution are reimbursable. There is no reimbursement for courses offered at PCC. Tuition reimbursement is not available for seminars, workshops and CEUs, except for "seminars" which are part of a regular undergraduate/graduate program and which provide a grade.
- A maximum of 4 credits per PCC term will be reimbursed.
- Reimbursement is based on the regular Portland State University rates regardless of the institution you attend and is prorated based on the number of requests, the funds available and, if in a job share, by FTE.

Name: _____ ID#: G

Home Address: _____ City/Zip: _____

E-mail Address: _____@pcc.edu Ext: _____ Campus Address: _____

Your Employee Classification: Academic Professional Classified Confidential Faculty Management

of Credits: _____

Check one: Graduate Studies Summer term 2009 (deadline: 7/16/09)
 Undergraduate Studies Fall term 2009 (deadline: 10/12/09)
 Winter term 2010 (deadline: 1/11/10)
 Spring term 2009 (deadline: 4/15/09)

Name of Accredited College/Institution: _____

Course #(s) and Title(s): _____

I have read the tax information provided and understand that undergraduate and graduate-level courses will be considered taxable income if the courses are not job-related or if they qualify me for a promotion or new trade.

Employee Signature: _____ Date: _____

To Be Completed by Applicant's Supervisor: I declare that the above-named is a Full-time Employee or is a Faculty or Academic Professional participating in a Job Share and working at least .50 of a 1.0 FTE position. I have read the tax information and further declare that (check one):

This **undergraduate or graduate course** will enhance the employee's skills used in his/her current job and **does not** qualify the employee for a promotion, new trade or business.

This **undergraduate or graduate course(s)** is not job-related and is not needed for the employee's current job.

The Applicant is participating in a Job Share and working _____ FTE.

Supervisor Signature: _____ Date: _____

- Submit the completed form to Nancy Cloud, CA SSB 300, by the deadline set for each term.
- Within two weeks of the deadline, you will be notified via e-mail your pre-approved reimbursement amount.
- After completing the course(s), send or e-mail your grade slip and proof of payment to Nancy Cloud, CA SSB 300. Any one of the following will be accepted for proof of payment: the original tuition receipt, a copy of both front and back of your check, an account summary from a web site or a copy of your credit card statement. Your check will be sent to your home address.

To be completed by HR: Pre-Approval Amount: \$ _____ Date: _____ By: _____