PORTLAND COMMUNITY COLLEGE
TUITION REIMBURSEMENT AUTHORIZATION FORM

GUIDELINES:

- Tuition Reimbursement is for all full-time employees or for Faculty or Academic Professional participating in a job share 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.
- Request forms must be submitted by the deadline each term.

INCOMPLETE INFORMATION WILL DELAY YOUR REIMBURSEMENT

Name: ____________________________________________  ID#: G

Home Address: _________________________ City/Zip: ________________

E-mail Address: _________________________@pcc.edu Ext: ________ Campus: _________________________

Your Employee Classification: __ Academic Professional __ Classified __ Confidential __ Faculty __ Management

# of Credits: _______ Check one: __ Graduate Studies __ Winter term 2019 (deadline: 1/21/19)
   __ Undergraduate Studies __ Spring term 2019 (deadline: 4/15/19)
   __ Winter term 2019 (deadline: 1/21/19)
   __ Summer term 2019 (deadline: 7/5/19)
   __ Fall term 2019 (deadline: 10/4/19)

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:

_ 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 Robyn Hill, DC 3rd floor, by the deadline set for each term.
- You will be notified via e-mail your pre-approved reimbursement amount.
- After completing the course(s), send or scan your grade slip and proof of payment to Robyn Hill, DC 3rd floor. 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. Course grade must be a “C” or better. Your check will be sent to your home address.

To be completed by HR: Pre-Approval Amount: $ ______________ Date: __________ By: ___________________