

CSEA – Bargaining Unit Application for Tuition Reimbursement Program Request

Employee Name _____ Cougar ID # _____

Department/Ext. _____ Hire date at College: _____

Directions:

1. By signing below, you acknowledge you have read **Article 48** – Tuition Reimbursement Program, in CSEA’s 2020-2023 Collective Bargaining Agreement and affirm compliance with the criteria set forth. You are responsible for complying with the criteria outlined in the Article.
2. Complete information below and obtain appropriate signatures.
3. Attach a copy of your proposed program of study and any appropriate educational or career information regarding your future plans as they relate to Columbus State Community College.
4. Submit completed form to tuitionform@csc.edu a minimum of 30 calendar days prior to anticipated start date.
5. After completion of the course(s), faculty will be required to submit to the Vice President of Administration or designee a Request for Tuition Reimbursement form within **fifteen (15) business** days after receiving their grade.

NOTE: After you have been reimbursed \$5250.00 for the calendar year your reimbursement will be paid on your paycheck

In accordance with Article 48 – Tuition Reimbursement Program of the CSEA Collective Bargaining Agreement, I request approval to follow an education program toward obtaining the following degree:

BACHELORS _____ MASTERS _____ DOCTORATE _____

Degree Expected: _____

Program Start Date: _____

Major: _____

Expected Completion Date: _____

Institution Attended _____

Academic Term: Quarter ___ Semester ___

Date Employee Signature

Date Supervisor Signature

Date Division VP/Delegate Signature

**Tuition reimbursement is approved for progressive educational attainment, in alignment with the faculty member’s career pathway (i.e.: Bachelor’s, Master’s, Doctorate degrees). Tuition reimbursement is not approved for a faculty member desiring to earn in excess of one of each of these degrees.

For Official Use Only

Date Administration Approval Signature

Return completed form to TuitionForm@csc.edu