

Application for CSCC Tuition Reimbursement Program

Directions:

1. Please review the policy/procedure associated with your position at the college (Staff- Policy 3-08(G), CSEA- Article 48, FOP Article 23, Teamsters Article 21) for details regarding the tuition reimbursement program.
2. Complete the information below and obtain the appropriate signatures.
3. Attach a copy of your proposed program of study and a statement of why and how this program is beneficial to your work at Columbus State.
4. Submit the completed form to tuitionform@csc.edu 30 calendar days prior to anticipated program start date.
5. Submit reimbursement request according to the terms set forth by your union contract or policy 3-08G, whichever is applicable.
6. The application expires 6 months after the expected completion date. You will need to request an extension if you will complete your program more than 6 months after the expected completion date.

Employee Name _____

Cougar ID _____

Department/Ext. _____

Hire Date _____

Unit _____

Note: After you have been reimbursed \$5,250.00 for the calendar year your reimbursement will be paid on your paycheck and taxed (based on IRS guidelines).

Used the tuition reimbursement program before? _____

If yes, what degree did you earn? _____

I request approval to follow a(n) education program toward obtaining the following degree:

Degree Expected _____

Major _____

Program Start Date _____

Expected Completion Date _____

Institution Attending _____

Academic Term _____

Date Employee Signature

Date Supervisor Signature

Date Additional Signature if necessary

Date Division VP Signature

FOR HUMAN RESOURCES USE ONLY

Date Administration Approval Signature

Return form to tuitionform@csc.edu