



## NON-PSC TUITION REIMBURSEMENT FORM (Support Staff Collective Bargaining Unit Participants)

Employee Name \_\_\_\_\_ Employee ID# \_\_\_\_\_

Employed in what department \_\_\_\_\_

Name of College/University where courses are being taken \_\_\_\_\_

Semester courses taken (check one)     Fall         Spring         Summer 20\_\_\_\_\_

| Course # | Course Title | Credit Hours |
|----------|--------------|--------------|
|          |              |              |
|          |              |              |
|          |              |              |

**\*See reverse side of this form for reimbursement procedures.**

**I certify that I am the above named employee, a member of the Support Staff Collective Bargaining Unit at Prairie State College and have been employed for six (6) months. I certify that I have read and understand the procedures concerning this benefit. I certify that if I voluntarily leave within eighteen (18) months of receiving such a reimbursement, I must pay the college back one hundred percent (100%) of the reimbursement.**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***For Human Resources Office Use Only***

Date: \_\_\_\_\_

Upon completion of the above course(s) with an A, B, or C, reimbursement will be paid up to a maximum of \$1,800 per year. The official grade report has been verified and reimbursement is authorized as follows:

\_\_\_\_\_ credit hours at \$ \_\_\_\_\_ per credit hour = \$ \_\_\_\_\_ (amount reimbursed)

|                |                                      |   |                                       |                |
|----------------|--------------------------------------|---|---------------------------------------|----------------|
| <b>Tuition</b> | <input type="checkbox"/> <b>Pell</b> | <input type="checkbox"/> <b>Scholarship</b> | <input type="checkbox"/> <b>Grant</b> | <b>= Total</b> |
|                |                                      |   |                                       |                |

Enter dollar amounts

Union President/Designee: \_\_\_\_\_

Human Resources Authorization: \_\_\_\_\_

### Other Non-PSC Tuition Reimbursement Procedures

- Eligibility:** Active member of Prairie State College Support Staff Bargaining Unit and must be employed for six (6) months. Employee must be actively employed at completion of course and must receive an A, B or C grade. This benefit coordinates with other financial aid sources covering educational benefits.
- Amount:** Employees will be eligible for up to six (6) semester hours per term (limit \$1,800 per year) on a first-come, first-served basis.
- Procedures:**
1. Initial payment for courses are paid, in full, by eligible employee.
  2. Non-PSC Tuition Reimbursement forms must be completed and submitted to the Human Resources Office prior to October 1 to register for Fall semester; March 1 for Spring semester; and July 1 for Summer semester.
  3. Financial aid from other sources covering educational benefits will be applied toward payment of course(s) and will offset the total amount of reimbursement.
  4. After completion of course(s), employee will provide the Office of Human Resources, with official grade(s) and paid receipt. The Office of Human Resources will review the grade(s) and paid receipt and will forward it to the Union President/designee for signature. Once signature is obtained, the Office of Human Resources will process request for tuition reimbursement.
  5. Tuition reimbursement checks, made payable to the employee, will be mailed to the employee's home address.

**Non-PSC Tuition Reimbursement Forms are available in the HR Office-2402**