

**MINERAL AREA COLLEGE
FULL-TIME EMPLOYEE
APPLICATION FOR TUITION REIMBURSEMENT**

Guidelines:

1. To be eligible for reimbursement, employee must be continuously employed by the college in a full-time position from the first day of the class through the last day of the class. Full-time employees must be in at least the sixth month of employment to qualify for tuition/fee waivers and reimbursement.
2. The amount of reimbursement shall equal tuition (only) for approved credit hours taken from an accredited college or university and must be applicable toward a higher degree, required for certification, or intended to improve qualifications for MAC employment. The cost of fees, books, supplies, and travel shall not be reimbursed.
2. Reimbursement shall be made only upon certification of successful completion of the course which is defined as earning a grade of B or better, or pass in a pass/fail course. Withdrawals, no-credit, audits, or incompletes are not eligible for reimbursement. Reimbursement is at a rate not greater than the University of Missouri rate for similar credit (\$298.70 per credit hour).
3. Complete and submit a **Professional Development Approval** form to the appropriate supervisor or dean **prior** to enrollment each semester. Upon approval, the form will be submitted to the Human Resources Office. A copy of the approved form will be sent to the employee, financial aid, and the supervisor or dean.
4. Employee requesting reimbursement is expected to schedule classes, class preparation time, and workload so that there will be no conflict with work schedule or job responsibilities.
5. Upon completion of the course, submit photocopy of grade sheet and documentation of proof of payment for the course to the HR office, along with this form.

By my signature, I certify that the above information and the following statements are correct:

I understand that if I voluntarily terminate my employment with Mineral Area College prior to completing or within two years of finishing my last class, I will be responsible for returning reimbursement to the college according to the following scale:

Voluntary Termination Date	Reimbursement Repayment
After 2 years of degree completion	0%
19-23 months after degree completion	25%
12-18 months after degree completion	50%
7-12 months after degree completion	75%
0-6 months after degree completion	100%
Prior to degree completion	100% of funds reimbursed by MAC

Employee _____ JICS# _____

Address _____ Phone _____

Total Number of Credit Hours Enrolled _____ Tuition Amount _____
(Reimbursement: \$298.70 per credit hour)

Indicate Semester and Year: _____ Spring 20 _____ Summer 20 _____ Fall 20 _____

Employees signature

Date

FOR OFFICE USE ONLY:

HR: _____

PO Number: _____

Verified by/Date

Account Number: 15-4621-1-5180