

SUFFOLK COUNTY COMMUNITY COLLEGE

Application For Faculty/Guild Member Tuition Reimbursement

TO: Executive Dean, _____ Campus Date: _____

FROM: _____ College ID No. _____

(Faculty/Guild Member)

(Address)

I request reimbursement for the tuition and related fees for the following SCCC course(s) in which I plan to register.

Course(s) _____ Semester _____ Credit Hrs. _____

Tuition/Fees \$ _____

Signature – Faculty/Guild Member

Approved _____ Disapproved _____

Reason: _____

Date

Signature – Executive Dean

Instructions to Faculty/Guild Member

1. Complete this form in duplicate.
2. Forward both copies to your Executive Dean. Both copies will be returned to you.
3. If approved, complete the registration process.
4. At the end of the semester, send one of the original approved copies of this form, a copy of your grade report or transcript, and an expense voucher to your Campus Business Office or to the Central Business Office, as appropriate.

Notes

1. Reimbursement is for tuition and related fees for SCCC courses.
2. All full-time and adjunct faculty/guild members are eligible for admission to courses after two semesters of service.
3. Maximum reimbursement per semester is for any two courses offered in the College, provided that the faculty/guild member secures prior approval from his or her Executive Dean and successfully completes the course(s).
4. Adjunct faculty members are eligible for reimbursement if
 - They are employed at SCCC concurrent with taking a course,
 - They are scheduled to teach but are bumped within one week prior to the start of the semester in which they are registered to take a course, or
 - During the summer, if they were employed in the spring prior thereto.
5. Non-Suffolk County residents are liable for non-resident tuition.